



Communications Manager – Administrative Officer – Grade 7

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities and Approved Housing Bodies (AHBs) in the delivery of housing and housing services.

The Agency's vision is to achieve an integrated housing system, meeting the nation's housing needs and promoting sustainable communities. It does this by providing evidence-based housing insights and data that inform thinking and policy making; by working with others to enable the delivery of housing solutions and implement programmes and actions in Government housing policy; and by equipping itself and its stakeholders with the capacity required to respond quickly and effectively to challenges in the housing system.

The Agency's work to deliver sustainable and affordable housing for all is framed under three broad themes:

- Being a centre for housing knowledge;
- Bridging housing supply and demand; and
- Building capacity for housing.

We provide a broad range of services including:

- Assisting local authorities with all aspects of their housing function
- Supporting affordable housing initiatives including cost rental and affordable purchase schemes
- Housing acquisitions and property sourcing for social housing
- Managing the Croí Cónaithe Fund
- Technical advice and supports to local authorities and AHBs regarding capital construction and refurbishment projects and procurement
- Financial appraisals of AHB funding applications
- Co-ordination of the Housing First initiative
- Mortgage to Rent
- Research, financial analysis and policy advice
- Pyrite Remediation and the Defective Concrete Block Schemes
- Land development and management
- Loan Underwriting
- Housing practitioner training and information
- National Housing Strategy for Disabled People

Further information on The Housing Agency is available at www.housingagency.ie

The Housing Agency is now seeking applications for a **Communications Manager – Administrative Officer – Grade 7** vacancy on a permanent basis. This post is based in our offices in Dublin 2. The Housing Agency operate a Blended Working Policy.

The Role

The Housing Agency is now looking for a hardworking, energetic, and flexible communicator who will have previously worked either in the media and/or a busy public relations firm and may have communications experience within the public sector.

The Communications Manager will contribute to and manage the delivery of The Housing Agency's communication strategy. The successful person will be responsible for managing relationships with the media and other key stakeholders and ensuring that the role and work of The Housing Agency is communicated across all platforms, from traditional media to social media. The person will provide PR expertise and work alongside our external PR consultants.

Reporting to the Head of Policy and Practice, the successful candidate will provide day to day advice and support to the Chief Executive and be in regular contact with other senior members of the management team. He/she will work closely with colleagues in the Policy & Practice team and support colleagues more widely across the organisation.

Main duties:

- Cultivate and manage relationships with journalists and media representatives
- Support the CEO and senior staff with PR expertise,
- Contribute to the development of the Agency's communications strategy and manage its day-to-day operational delivery,
- Respond to day-to-day media queries often to tight deadlines,
- Develop strategies for delivering compelling content for social media platforms,
- Develop and implement communication campaigns and report on their impact,
- Oversee external stakeholder communications, including Oireachtas member enquiries and the quarterly e-Newsletter,
- Draft press releases, articles, presentations, and speeches'
- Oversee the on-going development and maintenance of the Agency's main website, providing communications and PR support for Agency events (conferences, seminars, report launches, exhibitions, etc),

- Liaise and build relationships with government press offices and communication teams, external communication's agency, and design agencies,
- Oversee brand management of corporate publications,
- Assist with procurement and manage contracts related to the role,
- Lead and support the work of the Communications Officer,
- Undertake other specific functions as required by the Housing Agency from time to time,
- This post will require work outside of core hours from time to time.

Personal/Educational Requirements

Essential

- A relevant third-level qualification
- A minimum of five years' experience in a relevant role involving communications

Desirable Experience and Skills

- Proven expertise and knowledge of media relations
- Excellent oral and written communication skills
- Strong interpersonal skills and experience of liaising with senior personnel and a range of stakeholders
- An ability to manage and increase digital social media reach
- People management skills
- Demonstrate initiative and creativity
- Ideally possess a good understanding of Irish public affairs and housing policy
- Ideally possess a knowledge of website management

Competencies

- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders to promote and advance the aims of The Housing Agency, communicates in a fluent, logical, clear and convincing manner, verbally and in writing.
- **Management and Delivery of Results** – manages and progresses multiple projects and work activities successfully.
- **Analysis and Decision Making** – gathers and analyses information from relevant sources, weighing up a range of critical factors; takes account of any broader issues and related implications when making decisions.
- **Team Leadership** – leads the team by example, coaching and supporting individuals as required.

- **Specialist Knowledge** – knowledge of media, media relations, website management, and internal communications along with an understanding of the various audiences and key stakeholders of the Agency. Knowledge of the role and responsibilities of The Housing Agency.
- **IT Skills** - good knowledge of Microsoft Office, particularly Word and PowerPoint. Knowledge of website management.

Salary Scale – Administrative Officer LA Scales

€55,847 - €57,214 - €58,810 - €60,410 - €62,011 - €63,441 - €64,906 - €66,324 - €67,739

LSI 1 - €70,164

LSI 2 - €72,602

New entrants will be appointed on the first point of the scale in line with government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Eligibility to compete:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreements may also apply. To qualify candidates must be citizens of the EEA by the date of any job offer. Eligible candidates must be:

- a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- b) A citizen of the United Kingdom (UK); or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

Closing date for Receipt of Applications – Wednesday 1st November 2023 at 12:00 noon

Application Procedure

- All sections of the application form must be completed, incomplete applications will not be considered for shortlisting.
- Applications should be typed and submitted in PDF format to recruitment@housingagency.ie.
- Applications will not be accepted under any circumstances after the closing date and time.
- Canvassing by or on behalf of the applicant will automatically disqualify.
- All information must be provided on the formal application form. Additional information such as CVs, references, and certificates should not be attached to this form.

Should the person recommended for appointment decline or having accepted the position relinquish it or if any additional vacancy arises, the Agency may, at its discretion, select and recommend another person for appointment on the results of the selection process.