



SENIOR EXECUTIVE OFFICER – HEAD OF STAKEHOLDER ENGAGEMENT

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 **Senior Executive Officer – Head of Stakeholder Engagement** vacancy on a permanent basis. This post is based in our offices in Dublin 2. The Housing Agency operate a Blended Working Policy.

Main Duties

- Lead responsibility for designing, commissioning, and delivering the Housing Agency's Stakeholder Engagement Model (SEM).
- Develop an implementation strategy to progress delivery from a pilot phase to full rollout of SEM.
- Work with management to ensure staff awareness of SEM and its implications for the delivery of services.
- Identify and facilitate the provision of specialist training and supports to managers and staff to advance the delivery of SEM.
- Support implementation of SEM through the introduction of CRM, stakeholder portal, project management and report generation tools.
- Advise the Chief Executive on communicating the Agency's impact including to the Board and Department of Housing, Local Government and Heritage.
- Provide specialist advice to the Department of Housing, Local Government and Heritage, Local Authorities, Approved Housing Bodies, and other housing practitioners on programme performance, where required.
- Represent the Chief Executive on advisory and working groups as is necessary.
- Liaise with external stakeholders as is necessary to undertake the role.
- Cultivate a professional and team-based approach to service delivery, including the provision of customised programmes of work for the Agency's stakeholders.
- Supporting other duties related to the implementation of the Housing Agency's organisational strategy as required.

Competencies/ Desirable skills:

- **Management and Delivery of Results** - successfully manages a range of different projects and work activities at the same time. The ability to proactively identify areas for improvement and to develop practical solutions for their implementation. Strong experience of working across multiple stakeholders to deliver positive outcomes.
- **Analysis and Decision Making** – gathers and analyses information from relevant sources to weigh up the relevant issues to assist in making informed decisions.
- **Interpersonal and Communication Skills** – builds and maintains relationships with key stakeholders, working within diverse teams, good media skills, preparing and presenting reports to and dealing effectively with key stakeholders. Effective verbal communication skills, delivering complex information clearly, concisely, and confidently. Excellent written communication skills including strong report writing and presentation skills.
- **Influencing and Negotiation Skills** – Demonstrates ability to influence others when appropriate. Uses all available information appropriately to guide decisions and

negotiations to meet objectives, while acting with integrity. Solution-focused while maintaining relationships and supporting consensus.

- **Specialist Knowledge** – An understanding of the current public policy environment within the Housing sector across Ireland, key housing issues and how these might affect the Agency's work.

Educational Requirements:

The successful candidate should have:

- A recognised third-level qualification (to at least level 7 of the National Qualifications Framework) in a relevant discipline;
- Minimum of 5 years' experience in a similar role;
- Extensive experience in carrying out stakeholder engagement or strategic plan; implementation. This includes leading, designing and implementing programmes and projects and experience presenting results at a senior level;
- Knowledge and experience of change management/systems change.

Salary Scale – Senior Executive Officer LA (Local Authority) Scales

€75,350 – €76,022 – €78,977 – €81,953 – €84,934 – €87,883 – €90,851

LSI 1 - €94,217

LSI 2 - €99,581

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.

All queries can be directed to the HR Manager, Linda Murray @
linda.murray@housingagency.ie

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 20th of March 2024 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.