



SENIOR EXECUTIVE OFFICER – GRADE VIII

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities, Approved Housing Bodies (AHBs) and other stakeholders 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 from suitably qualified candidates with relevant experience for the position of **Senior Executive Officer – Grade 8**.

These are permanent vacancies. All posts are based in our offices in Dublin 2. The Housing Agency operates a Blended Working Policy. It is proposed to form a panel of qualified candidates from which suitable vacancies may be filled during the lifetime of the panel.

The Role of a Senior Executive Officer

This is a great opportunity to join a The Housing Agency at a time of expansion and innovation. Reporting to a Director of Service, the Senior Executive Officer is charged with the efficient management, direction and development of section or division to which they are assigned. Managers at this level work within defined parameters relevant to the position, in accordance with The Housing Agency's vision and objectives as set out in its Statement of Strategy. Delivery of efficient services and value for money are a crucial element of the position. These are experienced managerial positions responsible for leading on policy implementation, service delivery and change management in a dynamic environment.

These roles offer the opportunity to demonstrate leadership, innovation, and agility. The Senior Executive Officer will be required to work closely with the Senior Management Team to deliver the full range of services, implement national policy decisions and deliver on strategic objectives.

The positions are in various sections of the organisation, the duties will vary depending on assignment.

Main Duties

- To work effectively with colleagues to deliver services, programmes and policies, often as part of a multi-disciplinary team.
- To implement the agreed strategies to meet and to expand or improve the range, effectiveness, quantity or quality of existing services and programmes and to recommend changes in strategies as required.
- To identify opportunities for change and innovation in service delivery, and to develop, lead and implement change projects and programmes.
- To manage and supervise employees up to the position/grade of Administrative Officer or analogous grades and to ensure the effective training, development and upskilling of such employees.
- To provide leadership and build effective teams, develop motivation and commitment and maintain sound employee engagement and morale, in accordance with good employment practice and relevant legislation.
- 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 Housing Agency's stakeholders.
- To implement the systems necessary and co-ordinate the resources to support the service. This includes systems for budgetary and financial management, procurement and internal controls.

- To manage a portfolio of projects and programmes and to prioritise and track progress.
- Represent the Chief Executive on advisory and working groups as is necessary.
- To deputise for the Director of Service as required.
- 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.
- To ensure good governance and compliance with all Housing Agency policies.
- To undertake any other duties of a similar level and responsibilities as may be required or assigned from time to time.

The ideal candidate shall have:

- Significant experience at a management level.
- Experience of implementing agreed strategies to meet objectives and the ability to expand and improve the range, quantity or quality of existing services.
- Experience in the management and supervision of employees, building effective teams, developing motivation and commitment and maintaining sound employee relations.
- A high level of personal commitment, with an ability to create a culture of trust and openness where all members of the team will benefit.
- Ability to promote an open knowledge sharing environment that builds knowledge, skills and service for the benefit of The Housing Agency as a whole.
- Experience of putting in place efficient and effective working structures, performance management arrangements and target-based objectives.
- Ability to develop and monitor key performance of indicators with the Director of Service.
- Ability to develop and maintain productive relationships with all stakeholders.
- Meet regularly with stakeholders, providing updates, presentations and reports, taking customer feedback and ensuring any learning from same is used to enhance the operations of The Housing Agency.
- Ability to navigate the complex environment in which The Housing Agency operates and be accountable.
- Strong interpersonal, communication and negotiation skills, with highly developed influencing and engagement skills including issue/conflict resolution.
- Excellent organisation skills and discipline and possess the drive to deliver the required results.
- Strong judgement and capacity to work autonomously.
- Ability to work under pressure in a cross functional environment and to tight timelines.
- A high level of attention to detail and accuracy.
- Experience of managing internal controls to assure process and legal compliance and fraud prevention.
- Experience of managing a portfolio of projects and agreeing priorities, planning delivery timeframes, tracking project progress.
- Ability to drive productivity through continuous process improvement.
- Experience of managing finance and budgets and ensuring value for money.
- Demonstrate appropriate and positive self-confidence.
- Operates effectively in an environment with significant complexity and pace.
- Is enthusiastic and motivated about the role.

Personal/Educational Requirements /Educational Requirements

- The successful candidate must have on the latest date for receipt of completed application forms: a recognised third level qualification (to at least level 7 of the National Qualifications Framework) in a relevant discipline or a minimum of five years' experience in a supervisory position.
- Possess a high standard of administrative and management experience at an appropriate level.
- Have experience of stakeholder policy / strategy implementation in a complex environment.
- Have a satisfactory experience or knowledge of social housing policy in Ireland or the ability to acquire such knowledge.

Competencies/Desirable Skills:

- **Management & 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.
- **IT Skills** - A working knowledge/understanding of IT systems including Microsoft Office packages
- **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.

Salary Scale – Senior Executive Officer – Grade VIII LA Scales

€77,045 - €77,732 - €80,754 - €83,797 - €86,845 - €89,860 - €92,895 - €96,337 (LS1) - €101,822 (LS2)

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 – 12.00 noon on 22nd of July 2024

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.

All queries can be directed to the Head of HR, Michael Galvin @ hr@housingagency.ie, please input FAO: Michael Galvin and the job title in the subject line in the email.

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