



SENIOR STAFF OFFICER - GRADE 6

HUMAN RESOURCES, PAYROLL & SUPERANNUATION

THE HOUSING AGENCY

The Housing Agency is a government body working with the Department of Housing, Local Government and Heritage, Local Authorities, 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 Housing 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.

The Housing Agency provides 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 POSITION

The Housing Agency is now seeking applications for a Senior Staff Officer to work within the HR team.

The position will be at Senior Staff Officer Grade 6 – (LA Scales). This is a permanent post and is based in our offices in Dublin 2. The Housing Agency operates a Blended Working policy.

As a staff member, the holder of the post will be expected to actively contribute to and participate in the overall development of The Housing Agency and to promote its policies at all times and to adhere to The Housing Agency values:

<https://www.housingagency.ie/publications/strategy-annual-report>.

MAIN DUTIES

Managing the Payroll & Pension functions.

- Prepare fortnightly payroll for 219 plus staff and process on Micropay
- Process payroll changes including promotions, increments etc
- Update starters / leavers
- Process monthly expenses and pay through payroll
- Administration of payroll schemes i.e. Pension, Bike to Work, Travel Pass etc including year-end reconciliations of same
- Prepare and submit ECF returns
- Preparation of salary costings and payroll estimates for budget cost analysis
- Assist with the Work Force Plan
- Prepare monthly pension payroll, currently 26 members, and process on Micropay
- Run year end reporting for both payrolls and prepare salary reconciliations for the Financial Statements
- Manage and prepare yearly audits queries
- Manage payroll employee queries
- Manage the payroll email inbox
- All other payroll related tasks



A secondary function of the role is the management of the Superannuation Schemes. While previous experience and knowledge of Public Sector pensions would be advantageous, full training will be provided for this element of the role.

There may be other duties in addition to those listed above

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualification such as, but not limited to, IPASS Certificate in Payroll Techniques.
- At least 2 years previous experience in payroll administration, demonstrating strong record keeping and ability to meet deadlines.
- Knowledge of payroll-related legislation / employment law and compliance requirements
- Proven ability to build productive working relationships with internal and external stakeholders.
- Excellent communication skills and the ability to communicate effectively with people at all levels both orally and through written communications.

Desirable

- Experience of public sector payroll administration and pension schemes.

SKILLS AND COMPETENCIES

Analysis and Decision Making – gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors

Management & Delivery of Results - Can demonstrate the ability to plan and prioritise work in terms of importance, timescales, and other resource constraints.

Drive and Commitment - strives to perform at a high level, is customer-focussed and upholds high standards of honesty, integrity, and ethics.

Interpersonal and Communication Skills – builds and maintains relationships with key stakeholders, working within diverse teams.

Specialist Knowledge – Demonstrate a high level of relevant experience in processing payroll, preferably experience working on Micropay. Experience using ROS and online banking. IT proficient including Excel, Outlook, Teams etc.

SALARY SCALE – SENIOR STAFF OFFICER, GRADE 6 (LA SCALES)

€55,641 – €56,969 – €58,586 – €61,629 – €63,447

LSI 1 €65,706

LSI 2 €67,977



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 – Friday 17th January 2025 at 12 noon

Application Procedure

Candidates must provide:

- a. A completed Housing Agency application form
- b. All sections of the application form must be completed.
- c. Applications should be typed and submitted via email in PDF format to recruitment@housingagency.ie
- d. Applicants will be short-listed based on the information supplied.
- e. Incomplete applications will not be considered for shortlisting.
- f. Applications will not be accepted under any circumstances after the closing date / Time.
- g. Canvassing by or on behalf of the applicant will automatically disqualify.



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



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