



Assistant Staff Officer – Grade 4

Approved Housing Bodies Regulatory Authority

Background

The Approved Housing Bodies Regulatory Authority (AHBRA) is an independent statutory body. It was established by the Minister for Housing, Local Government and Heritage on a statutory basis on 1 February 2021 pursuant to the *Housing (Regulation of Approved Housing Bodies) Act 2019*. AHBRA is located in Dublin.

AHBRA was established to oversee the effective governance, financial management and performance of all Approved Housing Bodies (AHBs), in accordance with the legal framework set out in the Act 2019.

AHBRA aims to safeguard public and private investment in the sector and to ensure that housing assets built through investments in the sector are managed sustainably. The new Regulator will provide assurances to investors, tenants, the government and to the sector itself that social housing providers operate in a well-regulated and stable environment.

Our vision is of a sector in which AHBs demonstrate best practice in the areas of governance, finance, property and tenancy management and who provide quality homes for their tenants. Our mission is to protect housing provided and managed by AHBs, through effective regulation.

The Functions of AHBRA

In accordance with Section 9 of the Act 2019, the general functions of AHBRA are to:

- establish and maintain a register of AHBs,
- register persons as AHBs,
- prepare draft standards for approval by the Minister under section 37 and publish the approved standards,



- monitor and assess compliance by AHBs with this Act, in particular the approved standards,
- carry out investigations under Part 5,
- under Part 6, protect tenants and AHBs and cancel the registration of AHBs,
- encourage and facilitate the better governance, administration and management, including corporate governance and financial management, of AHBs by the provision of such information and advice, in such form and manner, as the Regulator considers appropriate,
- with a view to promoting awareness and understanding of this Act, make available such information as appears to the Regulator to be expedient to give to the public about the operation of this Act, in such form and manner, as the Regulator considers appropriate,
- collect such information concerning AHBs as the Regulator considers necessary and appropriate for the purposes of the performance of the Regulator's functions, and
- publish such information (including statistical information) concerning AHBs as the Regulator considers appropriate.

Strategic Objectives of AHBRA

AHBRA's strategic statement was published in October 2021. The statement sets out the vision and mission of AHBRA over the next three years and identifies our five key strategic objectives.

- Reliable and efficient AHB Registration Framework
- Proportionate Standards and compliance frameworks
- Transparent and consistent risk-based regulation
- Consistent and effective communication with our stakeholders
- An agile, flexible and accountable organisation

For further information on AHBRA, its role, responsibilities and objectives, please visit www.ahbregulator.ie



Regulatory Administrator – Assistant Staff Office (Grade IV)

AHBRA is now seeking applications from suitably experienced/qualified candidates to fill the post of: **Assistant Staff Officer – Grade IV**

The position of Regulatory Administrator is a support position within AHBRA. This is a varied role and the successful candidate may be assigned to day-to-day operations of a work area, division or team, depending on the assignment.

The Regulatory Administrator will work as part of a team, supporting managers and colleagues to meet AHBRA goals and objectives. The ideal candidate will provide support to AHBRA staff and develop key skills in all areas of regulator.

MAIN DUTIES:

The duties include:

- Provide assistance and support in all aspects of the enabling and regulatory processes and procedures of AHBRA
- Operate and implement approved policies and procedures of AHBRA
- Assess applications, submissions, queries, complaints, communications and associated documentation
- Deal with internal and external enquiries from stakeholders, as appropriate
- Process invoices, purchase orders, queries, and associated documentation
- Administration of procurement programme
- Ensure high levels of customer service, responding to queries and requests for information
- Responsibility for preparation of reports, correspondence and other documents as necessary
- Provide administrative support and reporting of progress
- Process financial data, information and records, as appropriate
- General administrative support such as:
 - preparation of letters, documents, and reports
 - organisation and scheduling of appointments
 - procurement
 - inputting of data into spreadsheets and database, basic data analysis and drafting reports



- record keeping, file management, minute taking, and scanning
- Assist with the development and update of templates and guidance documents
- Undertake other specific functions as required by AHBRA Heads of Function
- Contribute to the development of enabling regulatory policy and procedures and to the development of our information systems
- Provide support to AHBRA projects
- Produce and review regulatory assessments
- Such other duties as may be assigned from time to time.

DESIRABLE CRITERIA:

- Experience of working in regulation, risk, finance and/or compliance role
- Experience of developing policies and processes
- Knowledge of best practice in Governance, Financial Management, Tenancy management or Asset Management in the provision of Housing

EDUCATION/EXPERIENCE:

- The successful candidate will have relevant experience
- It is desirable for candidates to have an appropriate third level qualification in a relevant discipline such as regulation, finance, law, compliance, public administration, governance, housing, or other social science related disciplines

COMPETENCIES

- **Communication Skills** - Excellent communication skills with the ability to develop and maintain good working relationships and communicate effectively with a wide range of audiences.
- **Teamwork** – Fosters a collaborative team-working environment, working as part of a team to ensure delivery of plans and schedules, sharing information and knowledge as appropriate
- **Organisational Skills** – Able to plan, prioritise, organise and schedule work/tasks to ensure that they are completed on time and to specification
- **Problem Solving** – Able to assess information regarding a problem, analyse the information and propose a solution
- **Specialist Knowledge** - A good knowledge of regulation, compliance and AHBs



APPLICATION INFORMATION & PROCEDURE

Closing date for Receipt of Applications: Monday, 28th November 2022 at 12.00 noon

Salary Scale: Assistant Staff Officer – Grade 4 (Local Authority Pay Scale)
€30,932 - €32,976 - €35,877 - €37,783 - €39,450 - €41,062 - €43,238 - €44,813 -
€46,411

LSI 1 - €47,881

LSI 2 - €49,358

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.

Application Procedure:

- The application process is being managed by LEX Consultancy on behalf of AHBRA
- Candidates must provide:
 - a. a covering letter outlining their suitability for the post
 - b. a completed AHBRA application form
- All sections of the application form must be completed
- Applications should be typed and submitted in PDF format on the following link which contains all the details relating to the application.
www.lexconsultancy.ie/clients/AHBRA
- Any queries that cannot be answered on the above link should be directed to ahbra@lexconsultancy.ie
- Applicants will be short-listed based on the information supplied
- Incomplete applications will not be considered for shortlisting
- Applications will not be accepted under any circumstances after the closing date
- 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, AHBRA may, at its discretion, select and recommend another person for appointment on the results of the selection process.