



Senior Regulatory Manager – Grade 7(Administrative Officer)

OVERVIEW:

Would you like to work for an organisation that really wants to make a difference?

If the answer is yes, then we may have the opportunity for you.

We are currently seeking applications for a Senior Regulatory Manager within the AHB Regulator. In particular, we would welcome applications from individuals with experience of working in the areas of finance, housing, governance, property management and tenant management or data analysis.

Our office is located in Dublin City Centre and provides the opportunity to work remotely up to 3 days per week.

The Approved Housing Bodies Regulatory Authority (AHBRA) is the independent regulator of AHBs in Ireland. It safeguards and oversees the effective governance, financial, property and tenancy management of 450 AHBs, who own and manage over 53,000 homes.

In your role, you will be able to manage a wide range of regulatory work including assessing risk, obtaining assurance and shaping proportionate regulatory engagement strategies with AHBs, to ensure they can deliver in the areas of governance, financial management and performance.

You will manage a Regulatory Team to oversee our assessment programmes of AHBs. You will also have the opportunity to work with colleagues across the regulator to contribute to the development of our regulatory framework, policy and guidance.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the successful candidate will include the following:

- Managing and delivering the regulatory assessment programme(s) for AHBs, including the reporting of assessment outcomes
- Co-ordinating and managing team resources effectively
- Overseeing a robust quality control framework for the assessment programme
- Leading Regulatory meetings with AHBs, including seeking agreement to regulatory findings



- Liaising with Senior Regulatory Managers relating to all areas of AHBRA's regulatory framework
- Overseeing the implementation of appropriate strategies for manage serious or non-compliance issues that arise from our assessment programme
- Developing and implementing strategies for delivery of our risk-based approach to regulation
- Presenting and reporting to board and subcommittees on the delivery of the assessment framework
- Developing and delivering education and guidance for AHBs based on learnings from the assessment programme(s)
- Identifying sector risks and trends emerging from our regulatory oversight.
- Any other duties as appropriate

EXPERIENCE:

- Relevant experience relating to regulation, finance, audit, inspection, or compliance.
- Relevant experience of managing a team and resources.
- Excellent written and verbal communication skills.
- Experience of communicating effectively with both internal and external stakeholders.
- Experience of data analysis and evaluation.
- Experience of managing conflicting demands and responding to tight deadlines where required.

DESIRABLE CRITERIA:

A degree (Level 8 of NFQ) or equivalent experience in a relevant field such as finance, regulation, compliance, legal, governance, housing, risk management, charitable sector or assurance disciplines would be advantageous.

Analytical skills with ability to interrogate data and management information to identify patterns, draw out key themes and findings to support decisions.



COMPETENCIES

Interpersonal & Communication Skills

- Develops and maintains positive, productive and beneficial working relationships.
- Presents information clearly, concisely and confidently when speaking and in writing to both internal and external stakeholders.
- Effectively influences others to take action.

Management & Delivery of Results

- Manages and engages the team to develop individuals and maximise performance
- Development of operational and team plans.
- Plans and prioritises work and resources within the team effectively.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

Judgement, Analysis & Decision Making

- Makes timely, informed, effective decisions and shows good judgement and balance in making decisions or recommendations.
- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.

Specialist Knowledge

- High level of competency and experience in Finance, Governance, Legal, Compliance, Assurance or Regulation
- Experience of working in Regulation or Compliance Sector.

What does AHBRA provide:

AHBRA is an equal opportunities employer within the public sector which is focussed on creating a diverse, inclusive and rewarding place to work for all its staff. We encourage and welcome skilled people from all backgrounds to join our organisation.



We recognise the importance of providing opportunities for personal and professional development to all our staff. As a newly established and growing organisation AHBRA provides a unique opportunity to grow your skills and experience on all aspects of AHBRA's work, whilst being able to contribute to a well-regulated and stable AHB social housing sector that provides good quality homes to their tenants.

Other benefits you can expect from working in AHBRA include:

- A permanent pensionable position.
- Generous annual leave of 30 days.
- A public sector salary with incremental pay progression (Grade 6 scale).
- Hybrid working environment with flexible working hours.
- Access to Tax saver travel and bike to work schemes.
- Educational supports through employer sponsored education programmes.

ABOUT AHBRA

The Approved Housing Bodies Regulatory Authority (AHBRA) is an independent regulator established on 1st February 2021. Its role is to oversee the effective governance, financial management and performance of all Approved Housing Bodies (AHBs).

AHBs are independent, not-for-profit organisations whose purpose includes the provision and management of housing, for households in housing need. They play a central role in housing delivery as outlined in the Government's 'Housing for All' plan.

The AHB sector is diverse and includes a small number of large and growth AHBs, alongside a high volume of small and/or community based AHBs managing a small number of homes. The Sector is currently comprised of 450 AHBs, who own and manage approximately 53,000 homes.

AHBRA is at the early stages of its development, and we are creating a new statutory regulatory environment for all AHBs. This includes introducing a transparent, robust and fair regulation framework, focusing on key outcomes, establishing effective and co-operative relationships, building strong communication with key stakeholders and providing regulatory assurances to the government, tenants and funders.

It is an exciting time to join this dynamic and important organisation.



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.

AHBRA'S MAIN FUNCTIONS

Our main functions are to:

- establish and maintain a register of AHBs, including registering AHBs,
- prepare and publish Standards for AHBs,
- monitor and assess compliance by AHBs with this Act, in particular the approved standards,
- carry out investigations,
- 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,
- promoting awareness and understanding of AHBRA's governing legislation,
- collect such information concerning AHBs as the Regulator considers necessary, and
- publish such information (including statistical information) concerning AHBs as the Regulator considers appropriate.

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

APPLICATION INFORMATION & PROCEDURE

Closing date for Receipt of Applications: Monday, 27th March 2023 at 12.00 noon

Salary Scale: Senior Regulatory Manager – Administrative Officer Grade 7 (Local Authority Pay Scale)

€55,022 - €56,368 - €57,941 - €59,517 - €61,095 - €62,503 - €63,947 - €65,344 -
€66,738 LSI 1 - €69,127 LSI 2 - €71,529



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:

- AHBRA's recruitment and application programme is managed by LEX Consultancy
- 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.