



Regulatory Analyst(s) – Grade 5 (Staff 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 number of regulatory analysts within the AHB Regulator. In particular, we would welcome applications from individuals with experience in the areas of regulation, finance, governance, property management or tenant management.

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.

As a regulatory analyst you will work as part of a team, supporting managers and colleagues to meet AHBRA's goals and objectives. 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.

MAIN DUTIES

The duties include:

- Collection, analysis and reporting of key data to AHBRA,
- Assessment and evaluation of AHB information to identify common risks and trends
- Completion of regulatory assessment reporting
- Communication and engagement with AHBs in line with statutory provisions,
- Production of quarterly performance reports
- Active contribution to the management of eligibility, registration, cancellation and regulatory framework programmes
- Contribution to the delivery of guidance and education



- Contribution to the development and delivery of policy and procedures
- General administration and records management
- Any other duties as directed from time to time

ESSENTIAL SKILLS:

- Excellent attention to detail.
- 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:

- Relevant experience relating to regulation, finance, audit, inspection, or compliance.
- It is desirable for candidates to have a third level qualification 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.
- Experience of working in a similar organisation.

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.
- **Analysis and Decision Making** – Able to assess information regarding a problem, analyse the information and propose a solution.



- **Specialist Knowledge** – An understanding of regulation, finance, governance, legal or compliance.

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 5 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,
- to promote 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: Staff Officer – Grade 5 (Local Authority Pay Scale)

€47,339 - €48,811 - €50,285 - €51,761 - €53,248 LSI 1 - €54,981 LSI 2 - €56,721

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.