



AHBRA Candidate Handbook

The Approved Housing Bodies Regulatory Authority (AHBRA) will hold a competition for the appointment of a person to the position of:

ICT and REGULATORY ANALYST

(Grade 5 - Staff Officer)

Closing date: 28 May 2024 at 5pm

AHBRA is committed to a policy of equal opportunity.

Sigmar Recruitment Consultants Limited have been appointed to manage the administration of the recruitment and selection process.

Sigmar Recruitment Consultants Ltd.

13 Hume Street, Dublin 2

Telephone: (353) 1 4744675





Title: Grade 5 – ICT and Regulatory Analyst
Employer: The Approved Housing Bodies Regulatory Authority
Salary: €49,214 (Entry Level)
Level: Staff Officer (Grade 5) (Standard Scale)
Location: Dublin City Centre (Blended Working)
Closing date: 28 May 2024 at 5pm

AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority, otherwise known as AHBRA, was established in February 2021 to oversee the effective governance, financial management and performance of all voluntary and co-operative housing bodies, in accordance with the legal framework set out in the Housing (Regulation of Approved Housing Bodies) Act 2019 (the Act).

AHBRA is tasked with providing the regulation of Approved Housing Bodies (AHBs) for the purpose of supporting stronger governance and the financial viability of the AHB sector, with a particular focus on safeguarding the significant public investment being made in the delivery of social housing by AHBs.

AHBRA aims to provide assurances to investors, tenants, the government and to the AHB sector itself that social housing providers operate in a well-regulated and stable environment.

PRINCIPAL FUNCTIONS OF THE ORGANISATION

AHBRA is responsible for several functions, including to:

- establish and maintain a register of AHBs
- register persons as AHBs
- prepare draft standards for approval by the Minister and publish
- monitor and assess compliance by AHBs
- carry out investigations under Part 5 (of the Act)
- 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
- promote awareness and understanding of the Act
- collect such information concerning AHBs as the regulator considers necessary and appropriate for the purposes of the performance of the regulator's functions
- Publish such information (including statistical information) concerning AHBs as the regulator considers appropriate.



JOB SPECIFICATION

AHBRA seeks an ICT and Regulatory Analyst (Grade 5- Staff Officer) to join its team.

Reporting to a senior regulatory manager, the successful candidate will be involved in varied roles within a dynamic regulatory environment.

The ICT and Regulatory Analyst is a hybrid role in the area of regulation including registration, assessment and regulatory oversight as well as internal ICT management including liaison with the external ICT support, data management and ICT projects.

This role provides an opportunity for significant growth for individuals wishing to expand their knowledge, skills and expertise.

KEY DUTIES & RESPONSIBILITIES

The duties and responsibilities of the successful candidate will include:

Data Management & Reporting

- Support the management of AHBRA's CRM and registration system
- Assist with building, developing and maintaining data, including gathering all the requirements for maintenance and enhancements
- Support AHBRA's data architecture, data reporting and management
- Build and maintain reports and dashboards
- Support the development and implementation of policy, procedures and guidelines (PPGs) to ensure consistency and quality of organisational data and information capture, and analysis processes

ICT Management Support

- Support the development and implementation of new ICT development
- Promote the effective use of ICT to support the business of the organisation
- Provide IT training to members of AHBRA
- Collaborate with colleagues across AHBRA, various external organisations and with third parties including vendors
- Assist with management and liaison of outsourced ICT Provider

Regulatory Function

- 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



- 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

ELIGIBILITY CRITERIA

Candidates must meet the following essential requirements prior to their appointment: A third level qualification or 3+ years' experience in any of the following fields such as regulation, compliance, legal, governance, finance, housing, risk management, charitable sector, assurance, registration, assessment, property management, tenancy management or data analysis.

At least one year of working in an ICT role is an essential requirement.

Candidates must be eligible to live and work in Ireland.

ESSENTIAL CRITERIA

- excellent attention to detail
- excellent written and verbal communication skills
- experience of communicating effectively with both internal and external stakeholders
- experience of interpreting and evaluating information and data
- experience of managing conflicting demands and responding to tight deadlines where required
- strong knowledge of Microsoft Apps; software installation and lifecycle update management; web technologies; and best practice ICT policies & procedures.

DESIRABLE CRITERIA

- experience relating to regulation, finance, audit, inspection, or compliance 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
- previous experience in a regulator would be a particular advantage



KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE AT THIS GRADE

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the following qualities, skills and knowledge required for the role of ICT and Regulatory Analyst

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

A strong ICT background with an understanding of regulation, finance, governance, legal or compliance.

PAY SCALE

Staff Officer Scale (Personal Pension Contribution) as of 01/01/2024

Point of Scale	Salary
1	€49,214
2	€50,686
3	€52,187
4	€53,719
5	€55,263
LSI 1	€57,062
LSI 2	€58,867



Important Note

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, the successful candidate is a currently serving civil/public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. (See Haddington Road Agreement paragraph 2.19 for recent changes.)

LOCATION

Grattan House, 4TH Floor, 67-72 Mount Street Lower, Dublin 2.

BLENDED WORKING

AHBRA is committed to excellence in the delivery of our broad range of services and to the quality of our customer service. In this context, AHBRA have implemented a blended working policy while maintaining our commitment to the delivery of the highest standard of services. Blended working supports effective teamwork, sustains good working relationships, and maintains a sense of belonging. All employees are entitled to apply for blended working.

HOURS OF ATTENDANCE

The standard business hours for AHBRA are 9am to 5pm, Monday to Friday.

ANNUAL LEAVE

The annual leave for this role is 22 days which is based on a five-day week and is exclusive of statutory public holidays.

Reckoning of Prior Service in the Civil Service on Appointment or Promotion to a New Position: Serving officers appointed or promoted to a new post may retain their existing annual leave allowance if it is greater than the allowance which would otherwise apply. This is subject, however, to the maximum allowance applicable to the new post not being exceeded.

OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- Flexible working hours within defined limits
- Annual leave of 22 days
- A public sector salary with incremental pay progression (Grade 5 scale)
- Hybrid working environment with flexible working hours



- Personal development opportunities through employer sponsored academic education, paid study leave and in-house training and development programmes
- Dynamic and interactive work environment
- Career progression opportunities
- Facilitation of Tax Saver travel tickets and Bike to Work Scheme
- Bike parking onsite
- Modern city centre office, located near Merrion Square, Dublin 2, which is easily accessible by DART, and many bus routes

SUPERANNUATION, RETIREMENT & PRIOR PUBLIC SERVANTS

The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

Retirement Age will be determined in accordance with the relevant government departmental circulars.

Pension Abatement

- If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
- If the appointee was previously employed in the Civil Service or in the Public Service, please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012.
- This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Prior Public Servants

While the default pension terms, is Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public



servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

THE SELECTION PROCESS

How to Apply

- AHBRA's recruitment and application programme is supported by Sigmar Ltd
- Candidates must provide the following:
 - a) a completed AHBRA application form
- All sections of the application form must be completed.
- Applicants will be short-listed based on the information supplied.
- Incomplete applications will not be considered for shortlisting.
- Applications will not be accepted after the closing time/date.
- Canvassing by or on behalf of the applicant will automatically disqualify.
- Applications should be typed and submitted in PDF format to ahbrajobs@sigmar.ie. Any queries should also be directed to that email.

The Selection Process may include the following

- Submission of Application Form
- Aptitude testing
- Technical Knowledge or skills-based exercise
- Shortlisting of candidates based on the information contained in their application form
- Initial/preliminary interview
- Presentation or other exercises
- A final competitive interview
- Any other tests or exercises that may be deemed appropriate

In addition, a successful candidate must be passed medically fit to take up the appointment.

Where the number of applications received for a position exceeds that required to fill the position, AHBRA will conduct a short-listing process. This process will select a group for interview who, based on an examination of the application forms appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application form, appear to be better qualified and/or have more



relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

If a person to whom an offer is made, declines, or having accepted the position relinquishes it, or if any additional vacancy arises, AHBRA may, at its discretion, consider applicants from this process for appointment to any other comparative vacancy within a twelve-month period.

CLOSING DATE

Your application must be submitted on the online application portal by:
5pm on 28 May 2024

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact ahbrajobs@sigmar.ie.

Campaign updates will be issued to your registered email address as entered on the online application portal.

You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered.

DATA PROTECTION ACTS, 1988, 2003 AND 2018

Sigmar Recruitment Ltd., in their capacity as Data Processor provide recruitment services on behalf of The Approved Housing Bodies Regulatory Authority (AHBRA), Data Controller. Sigmar create a record in your name, which contains personal information you have supplied. This record is used solely to consider and assess your candidature, and should you be successful, your personal data will be forwarded to AHBRA. Personal data processed is subject to the rights and obligations set out in the Data Protection Acts 1988-2013 and the General Data Protection Regulation (GDPR). Under the GDPR, data subjects whose data is processed by AHBRA are entitled to exercise certain rights against their personal data. You may request to exercise any of these rights, free of charge by contacting the DPO at dpo@ahbregulator.ie. For further information on how the AHBRA process personal data, please see our Privacy Statement: <https://www.ahbregulator.ie/legal-compliance/privacy-statement/>

For more information on how Sigmar process your personal data, please review the Privacy Statement: <https://www.sigmarrecruitment.com/privacy-statement>.

If you are dissatisfied with the handling of a Data Protection request you make with AHBRA, or you believe AHBRA is falling short of its data protection obligations, please contact the AHBRA DPO.

Please note you also have the right to lodge a complaint with the Data Protection Commissioner: <https://forms.dataprotection.ie/contact>.