



Title: Human Resources & Organisational Development Manager
Employer: The Approved Housing Bodies Regulatory Authority
Salary Scale: €59,417 (Entry Level) to €77,243
Level: Administrative Officer (Grade 7)
Location: Dublin City Centre
Blended Working: Up to 60% Remote Working Available
Closing date: 6th May 2025 at 12 noon

AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority (AHBRA), established in February 2021, plays a crucial role in ensuring the effective governance and financial management of all voluntary and co-operative housing bodies. This oversight is in line with the Housing (Regulation of Approved Housing Bodies) Act 2019.

AHBRA's mission is to regulate Approved Housing Bodies (AHBs) to strengthen governance and financial stability within the sector. This is particularly important for safeguarding the substantial public investment in social housing provided by AHBs. By doing so, AHBRA offers reassurance to investors, tenants, the government and other stakeholders that the sector operates within a well-regulated and stable environment.

JOB SPECIFICATION

AHBRA is seeking a dynamic HR professional with a strong focus on Organisational Development to join our team. This is a unique opportunity to play a key role in shaping the organisational culture and effectiveness of a vital public sector regulator.

Reporting to the Head of Finance and Corporate Services, the key duties of this role encompass ongoing HR responsibilities such as recruitment, onboarding of new staff and the development of HR policies and procedures as well as project work to develop a revised workforce planning process, the design of a learning and development strategy and responsibility for developing an updated performance management process.

This role provides an opportunity for significant growth for individuals wishing to expand their knowledge, skills and expertise. It offers a dynamic environment where continuous learning and professional development are encouraged. Individuals will have the chance to engage with diverse challenges, collaborate with experienced professionals, and contribute to impactful projects.



KEY DUTIES & RESPONSIBILITIES

Human Resources:

- Review and develop the Human Resource Handbook for AHBRA.
- Review and develop standard operating procedures for HR processes.
- Manage employee records and HR documentation including reports and interaction with payroll as needed.
- Engage and consult with external HR consultants and manage service delivery of same.

Performance Management:

- Review and manage AHBRA's performance management programme.
- Work with managers on performance management and employee development goals.

Recruitment:

- Manage the recruitment process by liaising with colleagues to develop relevant job specifications, and work with external recruitment consultants to effectively advertise roles and ensure effective shortlisting of candidates.
- Manage onboarding of new staff members, including completion of relevant paperwork, arranging necessary inductions and organising any training required.
- Manage the service delivery of external recruitment consultants.

Workforce Planning:

- Lead on the development of a workforce planning process and plan which as a first step will involve an organisational review to assess the alignment between strategic objectives and operational activities to identify gaps or areas for improvement.

Talent and Leadership Development:

- Design a tailored learning and development strategy to build technical, regulatory and leadership capabilities within AHBRA.
- Develop strategies for enhancing organisational effectiveness and employee satisfaction.
- Bring experience and thought leadership to organisational and people related strategy and execution.

Embedding AHBRA's Values:



- Translate AHBRA's values into tangible behaviours and practices across teams and conduct regular reviews of team culture to ensure alignment with values with an overall goal of increasing staff engagement and retention.
- Collaborate with the SMT to champion the culture and values of the organisation.

ELIGIBILITY CRITERIA

Candidates must meet the following essential requirements prior to their appointment:

- A third level qualification (at Level 8) in HRM or an equivalent related discipline with 3 years' of relevant experience.
- Candidates must have unconditional authorisation to live and work in Ireland.

Skills and Experience

- At least 3 years' experience in a senior HR, organisational development or workforce planning role, with a focus on strategic HR initiatives such as workforce planning, talent development, or organisational effectiveness.
- Proven experience leading workforce planning projects, including conducting organisational reviews and aligning workforce structures with strategic objectives.
- Experience designing and implementing learning and development strategies.
- Demonstrated experience managing performance management processes.
- Experience embedding organisational values into HR processes and culture.

It would be desirable but not essential for candidates to have the following skills and experience:

- Experience in a public sector, regulatory or values-driven environment, where organisational development has played a key role in business success.
- Relevant experience of managing a team and resources.

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 Organisational Development Manager.

Interpersonal and 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 and Delivery of Results

- Manages and engages the team to develop individuals and maximise performance.
- Develops 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 and 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.

Planning and Organising

- Identifies critical tasks and deliverables and obtains or organises necessary resources to achieve objectives.
- Negotiates the prioritisation of work targets and resources and monitors effectiveness.
- Works with team / others to develop plans for area going forward, both short term and long term.

Specialist Knowledge

- High level of competency and experience in human resources, workforce planning, talent or performance management.

PAY SCALE

Grade 7 Administrative Officer – Local Authority Scale (Personal Pension Contribution) as of 1 March 2025



59,417 – 60,871 – 62,568 – 64,271 – 65,974 – 67,495 – 69,054 – 70,563 – 72,069 – LSI1 74,649 – LSI2 77,243

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.

Eligibility to compete

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 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

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. All employees are entitled to apply for blended working of up to 40% remote working in the probationary period and 60% once probation is successfully completed.

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 25 days, increasing over time depending on service. This 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 Post. 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.
- A public sector salary with incremental pay progression (Grade 7 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.

THE SELECTION PROCESS

How to Apply

Submit your CV and a completed competency application form via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by 6th May 2025 at 12 noon.



AHBRA's recruitment and application programme is supported by Sigmar Ltd.

Canvassing by or on behalf of the applicant will automatically disqualify. Any queries should be directed to ahbrajobs@sigmar.ie.

The Selection Process may include the following

- Aptitude testing
- Technical Knowledge or skills-based exercise
- Shortlisting of candidates based on the information contained in their CV and 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.

AHBRA will conduct a short-listing process. This process will select a number of candidates for interview who, based on an examination of the CVs and application forms appear to be the most suitable for the position. An expert board will examine the documents 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 submitted documents, 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 in your CV and 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.

AHBRA is committed to a policy of equal opportunity.

CLOSING DATE

Your CV and application form must be submitted via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by 6th May 2025 at 12 noon.



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>.