



**Title:** Head of Corporate Services  
**Employer:** The Approved Housing Bodies Regulatory Authority  
**Level and Salary Scale:** Assistant Principal – PPC €81,475 – €101,535  
**Location:** Up to 60% Remote Working Available  
**Closing date:** 08<sup>th</sup> September 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, financial management, and performance 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 bolster governance and financial stability within the sector. This is particularly important for safeguarding the substantial public investment in social and affordable housing provided by AHBs. By doing so, AHBRA offers reassurance to investors, tenants, the government, and the AHB sector itself, ensuring that social housing providers operate within a well-regulated and stable environment.

### **JOB SPECIFICATION**

AHBRA invites applications for a pivotal leadership position as Head of Corporate Services. The Corporate Services Division is a vital function within AHBRA, supporting all other Divisions in the areas of Finance, Human Resources, Information Technology, Risk Management, Procurement and Facilities Management. There is currently a small, but growing, internal team which is supported by external expertise and capacity. There will be five direct reports to this position. The successful candidate will be responsible for building a high-performing and appropriately structured team.

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 in a vital sector.

### **KEY DUTIES & RESPONSIBILITIES**

The key duties and responsibilities of the Head of Corporate Services are as follows:

- **Strategic Leadership and Management of Corporate Services:** Provide strategic and operational leadership for all functions encompassed within Corporate Services, including Finance, Procurement, Risk Management, Human Resources, Information and Communications Technology and Facilities Management. This includes managing the internal team and ensuring that robust and appropriate service level agreements are established and maintained with all external service delivery partners to guarantee effective and compliant support to AHBRA's operations.
- **Financial Management and Reporting:** Be accountable for the management of all budgetary processes, ensuring rigorous accountability for income and expenditure in accordance with public financial procedures. Ensure all financial transactions are executed and recorded in strict adherence to both government financial procedures and guidelines and recognised accounting standards applicable to public bodies.
- **Governance, Compliance, and External Reporting:** Prepare and present ongoing, regular, and comprehensive reports to the AHBRA Board, the Audit and Risk Committee, and the Department of Housing, Local Government and Heritage regarding the AHBRA's operational performance, financial position, governance frameworks, and compliance status.
- **Risk Management Framework:** Lead the continuous improvement of the corporate risk management framework. Provide expert guidance and support to members of the Senior Management Team in the identification, assessment, updating, and delivery on corporate and divisional risk registers, ensuring a proactive approach to risk mitigation.
- **Procurement:** Lead and oversee AHBRA's procurement function to ensure full compliance with all relevant public procurement requirements. Develop, effectively monitor, manage, and maintain robust systems for the approval and documentation of all procurement processes and decisions.
- **Engagement with Statutory Audit Functions:** Serve as the primary point of engagement and liaison with both internal and external auditors, facilitating audit processes and ensuring timely and comprehensive responses to audit findings and recommendations.
- **Oversight of ICT and Facilities:** Provide strategic and operational oversight of all Information and Communications Technology activities. Ensure the integrity, confidentiality, availability, and security of all IT systems and data, in compliance with relevant legislation and public sector standards. Oversee the property maintenance function ensuring staff have a safe, comfortable working environment.
- **Human Resources and Organisational Development:** Collaborate closely with the Human Resources and Organisational Development Manager to plan, develop, and deliver effective strategies and programmes for staff training and development. Assist in the assessment of essential knowledge and skills required for AHBRA's work, with a view to maximising organisational talent and resources and supporting all staff to reach their full potential within a public service context.
- **Team Leadership and Development:** Lead, manage, and develop the Corporate Services Team. Drive recruitment efforts to build an appropriately structured and high-performing team. Ensure that resources within the function are appropriately

planned, allocated, and managed to effectively support organisational goals and objectives. As a member of the Executive Team, the post holder will be jointly responsible for delivering and reporting on the implementation of AHBRA's Statement of Strategy.

- **Other Duties:** Undertake any other duties as directed by the Chief Executive Officer from time to time, consistent with the level and nature of the role.

### **ELIGIBILITY CRITERIA**

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

- A relevant third level qualification (minimum Level 7 of NFQ) or a professional qualification relevant to the role.
- Possess experience at an appropriate level of seniority in a relevant role.
- Demonstrable financial knowledge and understanding with prior experience in managing budgets.

### **DESIRABLE EXPERIENCE:**

- Exceptional communication skills (writing/ verbal / presentation of information and ideas).
- An understanding of Public Sector HR rules and regulations.
- Experience of leading multi-disciplinary teams.
- A proven understanding of public sector management, corporate governance and its applicability to an organisation such as AHBRA.

**Candidates must have unconditional authorisation to live and work in Ireland.**

### **KEY COMPETENCIES FOR EFFECTIVE PERFORMANCE AT THIS GRADE**

#### **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.
- Fully evaluates future implications of current decision and actions.

## **Specialist Knowledge**

- Excellent public-sector corporate services knowledge with a high degree of analytical, conceptual and problem-solving skills.

## **PAY SCALE**

Assistant Principal – €81,475 – €84,475 – €87,518 – €90,569 – €93,617 – €95,375 – €98,449<sup>1</sup> – €101,535<sup>2</sup>

<sup>1</sup> After 3 years satisfactory service at the maximum.

<sup>2</sup> After 6 years satisfactory service at the maximum.

## **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 30 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
- Flexible working hours within defined limits
- 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**

Complete the application form in full and submit via the online application portal [Approved Housing Bodies Regulatory Authority](#) by **08<sup>th</sup> September 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](mailto: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 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 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.

AHBRA is committed to a policy of equal opportunity.

## **CLOSING DATE**

Your application must be submitted via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by **08<sup>th</sup> September 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](mailto: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](mailto: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>.