



THE APPROVED HOUSING BODIES REGULATORY AUTHORITY

Candidate Application Form

Head of Regulatory Engagement (Assistant Principal Officer)

To be considered for the post of Head of Regulatory Engagement (Assistant Principal Officer), with the Approved Housing Bodies Regulatory Authority (AHBRA), candidates must submit this completed application form, following the instructions in the candidate information booklet **by 12 noon on 17th February 2026**.

A CV is **not** required and should not be submitted. **Applications received in any format other than this application form will not be accepted.** In completing this application form, candidates should not exceed the prescribed word count for individual questions.

1. Personal Details

| | |
|---------------------|--|
| Name | |
| Address | |
| Phone Number | |
| Email | |

2. Employment Record (most recent first)

Give below, in date order (starting with your current employer), full particulars of all employment (including any periods of unemployment greater than three months) between the date of leaving school or college and the present date.
Copy and paste the blank fields to add more employment records as necessary.

| | | | |
|---|---|----------|--|
| Employer Name | | | |
| Employer Address | | | |
| Title of Post Held | | Salary | |
| Reason for Leaving | | | |
| Start Date | | End Date | |
| Description of main responsibilities (Max 300 words) | <p><i>This box will expand as you type. Give details of your main responsibilities/tasks. Please do not go over 300 words please note only the first 300 words will be considered as part of the application.</i></p> | | |



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|---|--|----------|--|
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Copy and paste the blank fields to add more employment records as necessary.



3. Educational Qualifications (most recent first)

Begin with your most recent qualification, if required please insert further rows at the bottom of this section to add more qualification records as necessary. Please complete all sections below:

| Title of Qualification / Award | NFQ Level | Awarding University, College or Examining Authority | Year of Graduation / Completion | Grade Obtained |
|--------------------------------|-----------|---|---------------------------------|----------------|
| | | | | |
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4. Membership of Professional Bodies (if applicable)

| Professional Body | Level of Membership |
|-------------------|---------------------|
| | |
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5. Key Competencies for effective performance at this grade

For each of the areas below, briefly highlight specific key achievements, contributions or expertise you have developed over your career to date which demonstrate your suitability to meet the challenges of the role of Head of Corporate Services. (Max 300 words – please note only the first 300 words will be considered as part of the application)

a) Interpersonal & Communication Skills: (Max 300 words)

b) Management & Delivery of Results: (Max 300 words)



c) Judgement, Analysis & Decision Making: (Max 300 words)

b. Specialist Knowledge

Please outline specific key achievements, specialist knowledge, contributions or expertise you have developed over your career to date on at least two of the following:

- a. Developing and delivering capacity building or guidance programmes
- b. Translating regulatory content for a general audience
- c. Structured engagement and communication to internal and external stakeholders/sector

(Max 300 words for each one – please note only the first 300 words for each one will be considered as part of the application)



6. Personal Statement

Outline below why you wish to be considered for this post and why you believe your skills and experience would be of value as Head of Regulatory Engagement with AHBRA.
(Max 500 words – please note only the first 500 words will be considered as part of the application)

7. Supplementary Information

Please give any other relevant information in support of your application

8. General Information

Are there any restrictions on your right to work in Ireland?
State Yes or No.
If yes, please provide details.

What length of notice is required in your current position?

Are you proficient in the Irish Language?
Candidates who indicate that they are proficient in Irish may, if called to final interview, be required to undergo



| 8. General Information | |
|--|--|
| a test in order to verify their ability to communicate effectively in Irish. | |
| Have you previously availed of a Voluntary Early Retirement Scheme or any other Redundancy Scheme in the Public Sector? If yes, do the terms of the Scheme allow you to apply for this position? | |

| 9. Reasonable Accommodation |
|--|
| Candidates with disabilities, who would like to avail of reasonable accommodation, should refer to the Candidate Information Booklet and make their request by email to publicsector@sigmar.ie, and may be asked to submit a medical report, the purpose of which is to provide information to act as a basis for determining reasonable accommodations where appropriate. |

| 10. Declaration | |
|---|--|
| By submitting this completed form for the role of Head of Regulatory Engagement with AHBRA, you are confirming that all information provided in this application is true and correct and that you have read the conditions of appointment outlined in the Candidate Information Booklet for this post. Please be aware that should any of the information provided in this application be found to be false, misleading or inaccurate in any material way, AHBRA reserves the right to withdraw any offer of employment made to you or, if you have already commenced employment when this is discovered, to terminate your employment. | |
| Name of Applicant: | |
| Date of Submission: | |