



Title: Assistant Staff Officer
Employer: The Approved Housing Bodies Regulatory Authority
Salary: €36,113 (Entry level) to €55,460
Level: (Grade 4) (Standard Scale)
Location: Dublin City Centre (Up to 60% remote working available)
Closing date: 12:00 pm on 15th May 2026

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 seeks an Assistant Staff Officer to join its Corporate Services team and will hold a competition for the appointment of a person to this position which will hold the internal title of Corporate Services Administrator (Grade 4). The post is based in our offices in Dublin 2. AHBRA operates a Blended Working Policy.

Reporting to the Head of Corporate Services, the Assistant Staff Officer will contribute to a variety of work across the Corporate Services team, specifically supporting the Accounts and Payroll Executive. This role provides an opportunity for significant growth for individuals wishing to expand their knowledge, skills and expertise.

KEY DUTIES & RESPONSIBILITIES

The key duties and responsibilities of the successful candidate will include:



- Providing support to the Accounts and Payroll Executive (Grade 5) in day-to-day operations
- Process invoices, purchase orders, queries, and associated documentation in line with approved policies and procedures
- Responsible for ordering and managing office supplies including stationery canteen, cleaning, etc
- General Corporate Services support such as:
 - preparation of letters, documents, and reports
 - record keeping, file management and scanning.
 - organisation and scheduling of appointments and meeting support
 - database data entry and basic data analysis
- Ensure high levels of customer service, responding to queries and requests for information, and manage the receipt of applications, submissions, complaints, communications through multiple channels such as phone, mailboxes etc
- Assist with the development and update of templates and procedure documents.
- Provide general administrative assistance and support and other such duties as may be assigned from time to time.

ESSENTIAL SKILLS:

- 12 months relevant administrative and, or finance experience.
- Excellent attention to detail.
- Proven organisational and time management skills.
- Ability to effectively prioritise and manage workloads.
- Proficiency in relevant technologies, IT systems, Microsoft Office.
- Ability to work with confidentiality and discretion to a high degree.

DESIRABLE CRITERIA:

- A third level qualification in a relevant discipline.
- Experience of working in a similar organisation.



Candidates must have unconditional authorisation to live and work in Ireland

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 Assistant Staff Officer

Interpersonal & 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.

Delivery of Results

Able to plan and prioritise work effectively while proactively identifying areas for improvement and developing practical suggestions for their implementation

Analysis and Decision Making

Able to assess information regarding a problem, analyse the information and propose a solution.

Specialist Knowledge

Demonstrates the capacity to maintain and develop the technical and corporate knowledge required for the role, including relevant systems and corporate policies, while understanding the role's objectives and pursuing continuous self-development to enhance performance.

PAY SCALE

Assistant Staff Officer Scale (Grade 4) - €36,113 – €38,240 – €41,259 – €43,241 – €44,975 – €46,653 – €48,917 – €50,557 – €52,239 – €53,829 LSI1 – €55,460 LSI2



¹ After 3 years satisfactory service at the maximum.

² 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 22 days, increasing over time depending on service. This is based on a five-day week and is exclusive of statutory public holidays.

OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- Flexible working hours within defined limits
- Annual leave of 22 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 4 scale)
- Personal development opportunities through employer sponsored academic education, paid study leaves 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 depends on the rules of the applicable pension scheme.

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 \(ahbrajobs.com\)](http://Approved Housing Bodies Regulatory Authority (ahbrajobs.com)) by **12 pm on 15th May 2026**. 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 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://www.ahbrajobs.com) by **12 pm, 15th May 2026**. 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.>