



**Title:** Senior Regulatory Manager - 2 Posts  
**Employer:** The Approved Housing Bodies Regulatory Authority  
**Salary:** €61,217 (Entry level) to €79,583  
**Level:** Administrative Officer (Grade 7)  
**Location:** Dublin City Centre (Blended Working: up to 3 days remote working available)  
**Closing date:** 12 pm on 16<sup>th</sup> September 2026

### AHBRA BACKGROUND

The Approved Housing Bodies Regulatory Authority (AHBRA) is Ireland's independent regulator of Approved Housing Bodies (AHBs), established under the Housing (Regulation of Approved Housing Bodies) Act 2019.

Our role is to protect tenants, safeguard public investment and promote confidence in the sector through effective, proportionate and risk-based regulation. We maintain the statutory register of AHBs, assess compliance with regulatory standards, monitor AHB performance and take appropriate regulatory action where necessary.

As AHBRA continues to develop as a modern regulator, we are committed to delivering high-quality, evidence-based regulation that supports a well-governed, financially resilient and sustainable Approved Housing Body sector.

### JOB SPECIFICATION

AHBRA is seeking to appoint two Senior Regulatory Managers to join its Regulatory Assurance team. These are senior regulatory roles that will play a key part in delivering AHBRA's statutory regulatory functions and supporting the continued development of an effective, risk-based regulatory framework.

Reporting to the Head of Regulatory Assurance, the successful candidates will lead complex regulatory assessments, contribute to quality assurance and consistency across the assessment programme, monitor compliance plans arising from regulatory



assessments and support the continuous improvement of AHBRA's regulatory approaches and methodologies.

The roles offer an opportunity to work across a broad range of regulatory activities in a collaborative and multidisciplinary environment. Both postholders will be expected to work flexibly across the team's responsibilities and collaborate closely with colleagues across AHBRA to deliver coordinated regulatory outcomes.

This role provides an excellent opportunity for individuals seeking to make a meaningful contribution to regulating Ireland's Approved Housing Body sector while continuing to develop their regulatory expertise and leadership capability.

## **KEY DUTIES & RESPONSIBILITIES**

The duties and responsibilities of the successful candidates will include:

- Lead quality assurance of regulatory assessments, promoting consistency, quality and continuous improvement across the assessment programme.
- Lead and deliver regulatory assessments of Approved Housing Bodies, ensuring robust, evidence-based regulatory decisions.
- Oversee compliance plans monitoring, evaluating progress and recommending appropriate regulatory responses.
- Contribute to the development and continuous improvement of AHBRA's assessment methodologies, guidance, processes and quality standards.
- Provide technical advice and support to colleagues on regulatory assessment and compliance matters.
- Prepare high-quality reports, recommendations and briefing material for senior management and decision-making forums.
- Build constructive and professional relationships with regulated entities while maintaining AHBRA's independence and regulatory standards.
- Work collaboratively across the regulatory divisions to support an integrated, risk-based approach to regulation.
- Contribute to organisational projects, policy development and continuous improvement initiatives.



- Undertake any other duties as directed by the Head of Regulatory Assurance or Chief Executive Officer, 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 (Level 7 of NFQ) or a professional qualification relevant to the role
- Experience of a minimum of 3 years working in at least one of the following areas: regulation, governance, audit, inspection, finance, investigation, enforcement, or compliance

## **ESSENTIAL CRITERIA**

- Experience of information evaluation and analysis with the ability to interrogate complex data and management information to generate clear, evidence-based insights.
- Experience of report writing including making recommendations for improvement.

## **DESIRABLE CRITERIA**

- Exceptional written and verbal communication skills to engage with senior stakeholders and convey complex financial concepts.
- Experience engaging with, or overseeing, large or complex organisations.
- Leadership and project management capabilities to oversee cross-functional initiatives.
- Line management experience with the ability to develop and motivate a professional team.



## **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 Senior Regulatory Manager.

### **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 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.

### **Specialist Knowledge**

- High level of competency and experience in at least one of: regulation, audit, inspection, finance, investigation, enforcement or compliance.
- Applies regulatory frameworks, policies and guidance consistently and objectively.
- Evaluates complex evidence and exercises sound professional judgement.



## **PAY SCALE**

Administrative Officer Scale (Personal Pension Contribution) as of 1 June 2026.

€61,217 – €62,716 – €64,464 – €66,219 – €67,973 – €69,541 – €71,146 – €72,702 – €74,253 – €76,910(LSI1) – €79,583 (LSI2).

## **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.

## OTHER BENEFITS OF WORKING FOR AHBRA

- A permanent pensionable position
- Flexible working hours within defined limits
- Annual leave of 25 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 7 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 pension scheme and 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://ApprovedHousingBodiesRegulatoryAuthority.ahbrajobs.com) by **12 noon on 16th September 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](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 **12 pm on 16th September 2026**.

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>.