



Title: Senior Data Manager
Employer: The Approved Housing Bodies Regulatory Authority
Salary Scale: €58,252 (Entry Level) to €75,728
Level: Administrative Officer (Grade 7)
Location: Dublin City Centre (Blended Working)
Closing date: 5 March 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 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 a Senior Data Manager to join its regulatory oversight team and will hold an open competition to fill this position. The post is based in our offices in Dublin 2. AHBRA operates a Blended Working Policy where staff may work up to 60% of their hours remotely.

Reporting to the Head of Regulatory Oversight, the G7 Senior Data Manager will play a pivotal role in enhancing AHBRA's business operations by designing, developing, and implementing technology solutions. This role is crucial for driving ongoing technical developments to support AHBRA's data-driven processes and analytics requirements.

The Senior Data Manager role is both technical and business facing. The successful candidate will demonstrate strong technical skills and expertise (there will be hands-on technical work required) whilst also being capable of managing business solution projects.

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

- Lead the design, development, and implementation of technology solutions to improve AHBRA's collection, management and use of regulatory data.
- Play a lead role in digital transformation initiatives within AHBRA, driving ongoing business improvements through the use of technology and ensuring compliance with statutory requirements relating to the use of and storage of regulatory data.
- Manage key stakeholders including Business Leads, IT programme resources and technology vendor/s to ensure process requirements are understood and delivered for the organisation.
- Support the evolving data analytics and reporting requirements of the organisation.
- Lead and manage process standardisation, data governance, cleansing, maintenance and quality improvement efforts in line with data strategy goals.
- Manage the process of identifying, describing, and realising opportunities for the development and use of master data across regulatory areas.
- Play a key role in defining requirements, design, testing and implementation of new processes and system enhancements to support master data on an ongoing basis.
- Lead the development of ICT-related policies, procedures and standards for the organisation.
- Management of technical and project resources will be required.

ELIGIBILITY CRITERIA

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

- A relevant bachelor's degree in IT or a related field or a minimum of three years relevant IT or data analytics experience.

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



Skills and Experience

- Proven relevant experience in supporting ICT project management, data management and reporting.
- Experience in leading on implementation of technical projects in a busy operational environment.
- Experience in developing and implementing ICT policies and procedures.
- Strong attention to detail & accuracy, with a focus on high quality outputs.
- Highly analytical and experienced in business process reengineering.
- Highly organised and capable of maintaining priority lists of major change, minor change and to continually manage this key artifact proactively.
- Experience, as part of a team, of delivering new functionality successfully.

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

- Relevant experience relating to regulation, finance, audit, inspection, or compliance.
- Relevant experience of managing a team and resources.
- Experience of data analysis and evaluation.
- Strong financial awareness with demonstrable experience of working with complex financial data.
- Understanding of the principles of risk-based regulation and the regulatory framework of Approved Housing Bodies.

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 Data 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.

Specialist Knowledge

High level of competency and experience in digital transformation initiatives, data analytics or implementation of technology solutions.

PAY SCALE

Grade 7 Administrative Officer – Local Authority Scale (Personal Pension Contribution) as of 1 October 2024

€58,252 – €59,677 – €61,341 – €63,011 – €64,680 – €66,172 – €67,700 – €69,179
– €70,656 – LSI1 €73,185 – LSI2 €75,728

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.

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
- 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)
- 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

Please upload the following documents to the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by **5 March 2025 at 12 noon**.

- Your CV and;
- a Cover Letter explaining why you believe your skills and experience would be of value as a Senior Data Manager with AHBRA

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
- 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 CV and cover letter 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 on your CV.



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 cover letter must be submitted via the online application portal [Approved Housing Bodies Regulatory Authority \(ahbrajobs.com\)](https://ahbrajobs.com) by 5 **March 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>.