



Title: Communications Officer
Employer: The Approved Housing Bodies Regulatory Authority
Salary Scale: €56,754 to €69,337
Level: Senior Staff Officer (Grade 6)
Location: Dublin City Centre (Blended Working)
Closing date: 10th April 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 and financial management of all voluntary and co-operative housing bodies. This oversight is in line with the Housing (Regulation of Approved Housing Bodies) Act 2019.

AHBRA regulates Approved Housing Bodies (AHBs) to strengthen 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 other stakeholders that the sector operates within a well-regulated and stable environment.

JOB SPECIFICATION

The G6 Communications Officer will play a crucial role in transforming regulatory information into engaging content suitable for a broad audience, managing media relations, and supporting AHBRA's overall communication strategy.

The successful candidate will be a self-motivated, creative and results-driven professional, with excellent writing skills and a strong understanding of regulatory environments.

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

- Review complex and technical material and distil it into concise, easily understood communications outputs including educational stakeholder communications, briefing documents, executive summaries and website



updates. Ensure that all content is accurate, compliant with regulations, and maintains AHBRA's standards.

- Support the planning and implementation of a calendar of proactive topics to increase understanding of the AHB sector as well as AHBRA's role and regulatory standards.
- Manage AHBRA's brand, act as a brand ambassador and lead colleagues to produce digital collateral which helps to build AHBRA's brand and deliver against objectives.
- Develop AHBRA's social media profile through appropriate media channels.
- Oversee the quality and content of AHBRA's website.
- Be the key internal point of contact for media inquiries, ensuring accurate and timely responses are issued via an outsourced provider.
- Support the senior leadership team to prepare for media, hi-visibility engagements and conference representation.
- Contribute to the development and achievement of the AHBRA's strategic goals and divisional objectives, participating in cross-divisional projects as required.

ELIGIBILITY CRITERIA

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

- A third level qualification (at Level 8) in degree in Communications, Public Relations, Journalism, or a related field with three years' of relevant experience.
- Candidates must have unconditional authorisation to live and work in Ireland.

Skills and Experience

- Exceptional writing, editing, and proofreading skills.
- Strong understanding of regulatory content and the ability to translate it for a general audience.
- Proficiency in using content management systems (CMS) and web analytics tools.



- Strong interpersonal and communication skills with a proven ability to work collaboratively with internal and external stakeholders, PR firms and other external partners.
- Proactive, with the ability to take initiative and work independently.
- Creative thinker with a problem-solving mindset.

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

- Experience of managing a team and resources.
- Understanding of 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 Communications Officer

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.

Delivery of Results

- Contributes to the development of operational plans and leads the development of team plans.
- Plans and prioritises work effectively.
- Proactively identifies areas for improvement and develops practical suggestions for their implementation.

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 weighing up a range of critical factors.
- Takes account of any broader issues, agendas, sensitivities and related implications when making decisions.

Specialist Knowledge

- Transforming information into engaging content suitable for a broad audience, managing media relations, and supporting an organisation's overall communication strategy

PAY SCALE

Grade 6 Senior Staff Officer – Local Authority Scale (Personal Pension Contribution) as of 1 March 2025

56,754 – 58,108 – 59,758 – 62,862 – 64,716 – LSI1 67,020 – LSI2 69,337

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 23 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 23 days increasing over time depending on service.
- A public sector salary with incremental pay progression (Grade 6 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

Complete the application form in full and submit via the online application portal Approved Housing Bodies Regulatory Authority (ahbrajobs.com) by **10 April 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.

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) by **10 April 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>.