



# **Cavan County Council**

**Comhairle Contae an Chabháin**

## **Candidate Information Booklet**

### **HAP Place Finder Administrator (Grade V)**

**Closing Time and Date: 5.00 pm Monday 13<sup>th</sup> March 2023**

Cavan County Council is committed to a policy of equal opportunity.

## **The Competition**

The purpose of this recruitment campaign is to form a panel for the post of HAP Place Finder Administrator for Cavan County Council from which the 3 year fixed-term specific purpose contract post may be filled.

## **Background**

Cavan County Council is the authority responsible for local government in County Cavan. There are 18 elected members representing 3 Municipal Districts and over 500 employees. The Council has an annual revenue budget of over €83m provides a wide and diverse range of services across the County such as housing, community services and facilities, encouraging economic development through foreign direct investment, the Local Enterprise Office supporting business start-ups, Emergency Services, infrastructural upgrades, and projects (road improvements, public realm). The Council is committed to increasing its capacity and capability for change to deliver improved public service.

Cavan County Council invites applications, on the official application form, from suitably qualified and experienced persons, who wish to be considered for the post of HAP Place Finder Administrator (Grade V) in the Housing Directorate. The post is a 3 year fixed term specific purpose contract post, working 35 hours per week and the successful applicant will be based in the Council Offices in Cavan Town.

Cavan County Council has responsibility for the provision of Homeless Services in Cavan. The Council provides a holistic focus on individual solutions and supports for those who find themselves homeless or at risk of homelessness in the County. The HAP Place Finder Administrator is being added to the Housing team to provide additional supports to tenants and landlords, along with all of the benefits of the national HAP scheme. HAP is a form of social housing support provided by all local authorities to provide housing assistance for households who qualify for Social Housing Supports.

## **The Role**

The role of the HAP Place Finder Administrator (Grade V) is to identify and source private rented accommodation with a view to transitioning individuals and families directly from homeless services into the private rented sector under the Housing Assistance Payment Scheme (HAP). The role of the HAP Place Finder Administrator will be to engage directly with letting agencies, private landlords, service providers, An Garda Síochána, support agencies and individuals and families in homeless services.

Reporting to the Administrative Officer, the post holder will, on appointment, join the Council's Housing Team and will be expected to work in collaboration with other team members to best meet the needs of service users in preventing homelessness and transitioning from homeless services. He/she will also be responsible for producing, statistical analysis and reports to meet the requirements of the Council and the Department of Housing, Planning and Local Government.

**Qualifications For The Post****1. Character:**

Candidates shall be of good character.

**2. Health:**

Candidates shall and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. Education, Training Experience etc:**

Candidates must on the latest date for receipt of completed application forms for the office have:

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics, and
- (b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics, or
- (ii) have obtained a comparable standard in an equivalent examination, or
- (iii) hold a third level qualification of at least degree standard.

**Desirable: -**

- A Third Level Qualification (Level 8) in Social Care/Social Studies.
- A minimum of one year's previous experience of working with landlords and/or letting agents to secure private rental accommodation for social housing.

**Essential Requirements: -**

- An understanding of social housing supports with a particular emphasis on the Housing Assistance Payment Scheme (HAP) and the various supports around addressing the complex needs of homelessness.
- An appreciation and understanding of the causes of homelessness and the issues and challenges encountered by people who are homeless or at a risk of homelessness.
- Knowledge of legislation governing the private renting sector.

- Experience of statistical analysis and reporting.
- Good interpersonal, communication, organisation and negotiating skills and the ability to work on own initiative and as part of a team where necessary.
- A proven ability in the areas of Delivering Quality Work and Services, Communicating Effectively, Identifying Problems and Contributing to Solutions and Personal Effectiveness

A full, clean driving licence is required.

## **DETAILS AND PARTICULARS**

### **Duties & Responsibilities**

The key duties and responsibilities of the post of HAP Place Finder Administrator (Grade V) include:

- Identify and source private rental properties and engage with prospective landlords.
- Negotiate rent which is in line with Housing Assistance Payment rent limits.
- Arrange to pay the rent in advance on behalf of the tenant to the landlord / Letting agent as required and recoup finance.
- Meet with clients and match their needs including affordability to suitable vacant properties.
- Engage directly with letting agencies, private landlords, service providers, An Garda Síochána, support agencies and individuals and families in homeless services.
- Balancing rent payments to maintain the advance payment of rent and monitor and track all recoupment of funds from the HAP Shared Services Centre.
- Producing statistical analysis and reports to meet the requirements of the Council and the Department of Housing, Planning, Community and Local Government.
- Attend National HAP Placefinder Meetings and other meetings as required associated with the role of the HAP Placefinder Service.
- To comply with all statutory, legal, and quasi statutory rules and regulations covering Safety, Health and Welfare at work issues and fully discharges the role responsibilities in this area and ensures that all staff do likewise.
- To carry out duties that may be assigned from time to time including but not restricted to tenancy sustainment, homeless presentations/assessments, and support and to contribute to the development of the post while in office.
- To deputise for other officers in the Housing Department as required.

**Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

**Salary**

Remuneration will be at the Staff Officer Scale of the national wage scales. The present minimum scale is €46,411 increasing to €55,609 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Garda Vetting/Child Protection**

Successful candidates will be subject to the Garda Vetting Procedures.

**Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post entails a wide range of duties which require maximum flexibility and will be based on a 35 hour week, involving regular evening and weekend attendance where necessary. The Council reserves the right to alter the hours of work from time to time.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

## **COMMUNICATIONS:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

### **Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Monday 13<sup>th</sup> March, 2023**
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

### **Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information

contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

**Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**Competency Framework & Requirements**

A Requirement and Competency Framework has been developed for the position of Housing Assessment/Tenant Liaison Officer. Candidates will be expected to demonstrate sufficient evidence within their application form of their knowledge, experience, skills and competencies under each of these headings:

<p><b>Requirements:</b></p>	
<p><b>Knowledge, Experience and Skills</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the structure and functions of local government.</li> <li>• Understanding of the role of Housing Assessment/Tenant Liaison Officer</li> <li>• Have satisfactory knowledge and understanding of housing policy, relevant structures in the local authority and the policies governing the provision of social housing support</li> <li>• Have demonstrable experience of working with social housing applicants and/or the provision of tenant focused services including dispute resolution, working with community groups or resident’s association</li> <li>• Experience of building, managing, and nurturing partnerships and working relationships across a wide range of key agencies and organisations</li> <li>• Relevant administrative experience.</li> <li>• Experience of supervising staff.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of preparing reports and correspondence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong resource management skills.</li> <li>• Knowledge and experience of operating ICT systems.</li> <li>• Understand and implement change and demonstrate flexibility and openness to change.</li> <li>• Develop and maintain positive, productive and beneficial working relationships.</li> </ul>
<b>Competencies:</b>	
<b>Delivering Results</b>	<ul style="list-style-type: none"> <li>• Translate the business or team plan into clear priorities and actions for their area of responsibility.</li> <li>• Plan work and allocation of staff and other resources effectively.</li> <li>• Implement high quality service and customer care standards.</li> <li>• Make decisions in a timely and well-informed manner.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>• Lead and develop the team to achieve Corporate Objectives.</li> <li>• Effectively manage performance.</li> </ul>
<b>Communicating Effectively</b>	<ul style="list-style-type: none"> <li>• Have effective written and verbal skills</li> </ul>
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Take initiative and be open to taking on new challenges or responsibilities.</li> <li>• Manage time and workload effectively.</li> <li>• Maintain a positive, constructive, and enthusiastic attitude to their role.</li> </ul>

### ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will



lead to disqualification from the competition, withdrawal of employment offer or dismissal.

- Information provided by a candidate in their application form will be used for the purpose of the Housing Assessment/ Tenant Liaison Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.

- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.