Quantity Surveyor, Assistant Principal Officer (3 Year Contract)

About the Housing Finance Agency (HFA)

The Housing Finance Agency plc (HFA) provides loan finance to Local Authorities, Approved Housing Bodies (AHBs) and Higher Education Institutions to facilitate the delivery of social and affordable housing. The HFA is a key stakeholder in Ireland's national housing strategy, supporting the implementation of government policy.

The Role

The Housing Finance Agency (HFA) is seeking to recruit a Quantity Surveyor on a 3-year fixed term contract to support the Lending function of the HFA. Reporting to the Head of Lending, this is a newly created role that will play a vital part in strengthening the HFA's internal oversight of its growing loan book, which is projected to reach €11.9 billion by 2026.

The successful candidate will be responsible for, providing in-house cost management expertise across a wide range of AHB construction projects nationwide and producing meaningful management information to support strategic decision-making.

This role is central to a more proactive approach to portfolio oversight, particularly in relation to forward funding/construction projects for both social and cost rental schemes. As the HFA transitions key processes in-house, this position offers a unique opportunity to shape and deliver a new function within a dynamic semi-State organisation.

KEY RESPONSIBILITIES

Credit Assessment:

- Assist in the assessment of scheme viability, breaking down and providing clarity on construction project costs. Assisting the relationship management team in analysing and challenging valuation reports and value for money reports provided by customers. Highlighting potential risks with construction projects and advising on appropriate risk mitigants. Providing on the job training and insight for the team to assist them with robust credit assessments, annual and quarterly reviews.
- Assemble and analyse housing delivery cost data to inform viability assessments and cost-related decision-making.
- Develop cost metrics that support consistent evaluation of project costs and funding requirements.

- Prepare risk analyses to identify key cost, programme, and construction-related risks for proposed schemes.
- Provide support on remediation schemes such as pyrite-affected or defective block projects where specialist cost input is required.

Reporting and Governance:

- Prepare clear, concise recommendations for input to relationship management team credit papers. Produce accurate and timely management information from the live portfolio dashboard.
- Provide insights and reporting to the relationship management and senior leadership team.
- Provide technical briefings to non-technical audiences to ensure clarity and understanding of construction, cost, and programme issues.

Risk Management and Ongoing Monitoring:

- Provide analysis and confirmation (challenge where appropriate to AHBs) on forward funding stage drawdown requests. Reviewing 'progress reports' submitted by customers for construction projects and confirming and/or challenging same.
- Identifying where cost overruns are emerging, where construction projects are being delayed and not being delivered in line with programme timeline.
- Conduct nationwide site visits on active construction projects. Identify emerging risks and trends within the portfolio and escalate concerns in a timely and structured manner.
- Provide advice on costs and project controls relating to time, cost, and any contract issues that could impact project delivery timelines and approved parameters.

Drawdown Controls:

- Operate a lender check-list for each drawdown (certified progress vs. programme, value of work done, materials on/off site, etc). Recommend approvals/holds and document rationale.

Standards & Templates Ownership:

- Maintain lender-side templates (site visit report, drawdown pack, cost report, etc.) and ensure consistent application and audit trail.

Stakeholder Engagement:

- Build and maintain effective working relationships within the HFA's executive teams. Liaise with internal stakeholders including Relationship Management, Credit Assessment/Operations and Risk teams. Engage constructively with sector stakeholders, regulators, and Departmental bodies as appropriate.
- Liaise with external stakeholders including Local Authorities, AHBs, the Department of Housing, Local Government and Heritage (DHLGH),

Policy, Systems and Continuous Improvement:

- Contribute to the refinement of monitoring tools, and portfolio management systems**.** Keep informed of developments in the AHB regulatory framework, housing policy, and public-sector governance requirements. Support broader portfolio management and organisational objectives as required.

  Support policy, programme, and delivery directorates by providing cost, technical, and programme insights that inform strategic decision making.

Procurement:

- Assist with any relevant procurement through e-Tenders, for consultants.

ESSENTIAL CRITERIA/QUALIFICATIONS

Essential Qualifications & Experience

- NFQ Level 8 (or equivalent) qualification in Quantity Surveying / Construction Economics / Cost Management.
- Chartered Surveyor (Quantity Surveying) SCSI / RICS (or actively progressing toward chartership with a clear timeline).
- 7+ years relevant QS experience OR 5+ years with demonstrable experience in housing delivery and/or funder-side monitoring / development finance assurance.
- Must have relevant experience within the banking or financial services sector.
- Must possess a valid driver's license with a clean driving record.
- Demonstrable experience in: cost planning; interim valuations / payment assessment; change control; claims awareness; and interpreting programme/cost risk.
- Working knowledge of public works contracting environment (as relevant).
- Strong working knowledge of common housing delivery routes (e.g. Employer Design, D&B, turnkey, development agreements) and how commercial terms impact delivery and drawdown risk.
- Excellent report writing and ability to present complex cost/delivery issues to non-technical stakeholders (credit papers / senior leadership).
- Advanced Excel skills (data cleansing, pivots, structured reporting); strong Word skills.

Desirable Experience

- Exposure to large or complex developments and the development finance process.
- Previous lender side advisory or Bank monitoring.
- Understanding of social/affordable housing funding models and public sector lending frameworks.
- Strong analytical mindset and a proactive approach to problem-solving.
- Monitoring surveyor / lender-side advisory experience; forward funding stage-gate or drawdown approvals.
- Knowledge of Irish public-sector governance/value-for-money context and AHB regulatory environment.
- Working knowledge of relevant construction regulation/process (Building Control Amendment Regulations).
- Power BI (or similar) for repeatable portfolio MI and trend analysis; sensitivity analysis on inflation/programme slippage.

COMPETENCIES

The ideal candidate shall demonstrate the ability to deliver on the following competencies:

- **Team Leadership:** Supports the Head of Lending in cross-functional collaboration and leads by example, helping teams deliver high-quality outputs while fostering a culture of adaptability, learning, and continuous improvement.

- **Judgement, Analysis & Decision Making:** Applies sound judgement and analytical skills to support strategic initiatives, internal reporting, and policy development, ensuring decisions are well-informed and aligned with organisational goals.
- **Management & Delivery of Results:** Manages multiple priorities and projects efficiently, ensuring timely delivery of internal reports, strategic support, and operational improvements that enhance agency performance.
- **Interpersonal & Communication Skills:** Builds strong working relationships across departments, communicates clearly and professionally, and ensures effective information flow between the Management Team and wider organisation.
- **Specialist Knowledge, Expertise and Self Development:** Demonstrates deep understanding of the requirements of their role and sector, while actively pursuing personal and professional growth.
- **Drive & Commitment to Public Service Values:** Shows dedication to the HFA's mission, upholding integrity, accountability, and customer focus in all aspects of operational and strategic support.

PRINCIPAL CONDITIONS OF SERVICE

Tenure

The appointment is on a contract basis subject to the satisfactory completion of a probationary period.

Hours of Work

Operating on a 35-hour week with core hours between 08.00am – 6.30pm. The HFA currently operates a flexible work model, with staff currently required to work a minimum of two days per week in the office in Dublin 2.

Salary Scale

The Assistant Principal Officer Standard salary scale for the position (rates effective from 1 June 2026) is as follows:

ASSISTANT PRINCIPAL OFFICER (PPC)

€83,113 €86,173 €89,277 €92,390 €95,499 €97,292 €100,427[1] €103,576[2]

This rate applies to new entrants and will also apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution.

Assistant Principal Non-Personal Pension Contribution Salary Scale
€80,282 €83,205 €84,815 €87,770 €90,725 €92,432 €95,408[1] €98,396[2]

This rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

Long service increments may be payable after 3 (LSI 1) and 6 (LSI 2) years satisfactory service at the maximum of the scale.

Important Note

N.B. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Subject to satisfactory performance increments may be payable in line with current Government policy. Different terms and conditions may apply if, immediately before appointment, you are a currently serving civil/public servant.

Annual Leave

In addition to the usual Irish public holidays annual leave for this position is 30 working days, based on a five-day week.

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

How to Apply

Applications should be submitted via **HIREHIVE LINK**

Each candidate should submit a short covering letter outlining why you believe your skills, experience and values meet the requirements of the position along with an up-to-date CV.

The closing date for receipt of applications is 3pm on 24 November 2026.

If applicable, please contact our HR Manager, Katherina Sage **ksage@hfa.ie** if you require a job description in an accessible format. In addition, candidates called for interviews and/or aptitude tests may request reasonable accommodations.

Please note: all job offers are subject to satisfactory references and a pre-employment medical.

The Housing Finance Agency PLC is an equal opportunities employer.