

Job Advert



Housing | Health | Recovery

Compliance & Systems

Officer

Service:	Head Office
Location:	Limerick or Dublin
Duration:	Indefinite Duration
Hours:	40 hours per week
Post Reference No:	HR260604
Published:	12.06.2026
Application Closing Date:	26.06.2026

NOVAS is a not for profit organisation and Approved Housing Body. We work with single adults, couples and families who are homeless or at risk of being homeless. We provide a range of support services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including residential homeless services, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

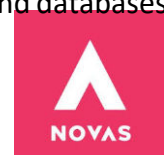
The Compliance & Systems Officer will support the Quality, Systems and Compliance Department in the development, implementation and maintenance of organisational systems, processes, reporting structures and compliance supports across NOVAS.

Reporting to the Head of Quality, Systems & Compliance, the post holder will contribute to ensuring that NOVAS has effective systems, records and administrative processes in place to support compliance with relevant legislation, regulatory requirements, quality standards, funding requirements and organisational policies

NOVAS is a Trauma Informed practice organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders

Essential Skills and Knowledge (Please see Job Description for complete Person Specification)

- A relevant third-level qualification in quality, compliance, business administration, information management, housing, social care, data management, systems administration or a related area; or equivalent relevant experience.
- Experience in an administrative, compliance, systems, quality assurance, housing, social care, data management or similar support role.
- Strong IT skills, including experience using Microsoft Office applications and databases or CRM systems.



- Excellent organisational and administrative skills, with strong attention to detail.
- Experience maintaining accurate records, tracking actions and working to deadlines.
- Strong written and verbal communication skills.
- Ability to handle confidential and sensitive information appropriately.
- Ability to work collaboratively with colleagues across teams and departments.
- An understanding of the importance of compliance, data protection, quality assurance and effective information management.
- A commitment to the values, mission and work of NOVAS.

We offer a competitive benefit package including 26 days annual leave pro rata, access to further education supports and contributory pension.

If you would like to work for NOVAS, an application form and job description can be found on the careers section of our website <https://novas.ie/careers-with-novas/>. If you require any further information or wish to submit a completed application form, please email recruitment@novas.ie

