



Post: Manager, Employee Development

Grade: 6

Unit: Enterprise, Employees and Skills

Reporting to: Director, Enterprise, Employees and Skills, SOLAS

Location: Castleforbes House, Castleforbes Road, Dublin 1

Reference: 310

Role Summary

SOLAS is currently recruiting a Manager to lead strategic innovation in the Further Education and Training (FET) sector in the development and implementation of skills initiatives for employees.

The successful applicant will assist SOLAS in supporting the Department of Education and Skills to achieve national targets and goals for employee development and other targeted skills development initiatives in further education and training as set out in national policy and strategy documents, in particular the Further Education and Training Strategy 2020-2024.

The work involves collaboration with internal colleagues in SOLAS, stakeholders in further education and training, with the enterprise community and the wider stakeholder group.

Key Tasks/Responsibilities

- Leading work on employee development, including the generation of a range of strategic oversight and support mechanisms to guide the development through FET of those in employment.
- Providing guidance and support to Education and Training Boards on current and future employee development needs which can be served by FET.
- Providing targeted support for the review of existing provision and the development of new strategic national initiatives, supporting evolving labour market and employer needs, in partnership with ETBs, relevant agencies/bodies/fora, other FET providers and enterprise.
- Managing key strategic initiatives in Enterprise, Employees and Skills, including provision of secretariat to National Steering Groups
- Developing systems to support monitoring and evaluation of employee development and targeted skills initiatives.

- Promoting employee development in collaboration with ETBs and stakeholders to potential participating employees and employers.
- Analysing relevant data to provide information and reports to relevant stakeholders.
- Planning and managing activity, budget, and related procurement; and reporting through relevant systems.
- Ensuring appropriate capacity is in place within the team to deliver on commitments.
- Responding to PQs and audit queries for online and blended provision offered through eCollege and other platforms.
- Carrying out other duties as may be specified by the Director of Enterprise, Employees and Skills from time to time.

Requirements

Essential:

- Education and training experience, involving contributions at a strategic, operational, and national level.
- Substantial knowledge and experience of strategic innovation in skills development policy and practice for employees and enterprise.
- Understanding of technology and market trends and their impact on the future world of work, business, learning and society.
- Demonstrated leadership in supporting system/sectoral change with a strong customer focus.
- Demonstrated record of managing productive stakeholder relationships.
- Demonstrated ability in the development and design of education, training, and development interventions.
- Proven excellent record in financial, contract and project management.
- Proven record of achievement, within tight timeframes, of project innovation and delivery.
- Proven record as an excellent communicator with highly developed interpersonal and influencing skills.
- Demonstrated resilience and ability to work effectively under pressure to consistently meet targets.
- Has effectively executed unit business plans in line with organisational strategy.
- Proven ability in leading teams, providing direction and support.
- Possession of a relevant degree or equivalent.

Desirable:

- Possession of a relevant post-graduate qualification