



Role Specification

Title:	Project Manager Grade 8
Unit:	Enterprise, Employees and Skills
Grade:	8
Reporting to:	Manager
Ref No:	466

Role Summary

SOLAS is currently recruiting a Project Officer on a temporary basis (2 years) to assist and support the unit's operational and administrative functions and contribute in a positive manner to the work of the Enterprise, Employee and Skills unit.

The successful applicant will assist SOLAS in supporting the Department of Further Higher Education Research Innovation and Science in achieving national targets and goals for employee development, enterprise engagement and other targeted skills development initiatives in further education and training. The details of goals and targets are set out in policy and strategy documents that include the Further Education and Training Strategy 2020-2024, the National Skills Strategy 2025; and the current Programme for Government.

The successful applicant will play a supportive role in delivering on national policy and the related targets and goals, working closely with internal colleagues in SOLAS, stakeholders in further education and training, with the enterprise community and the wider stakeholder group.

Finance/Procurement

- Processing Procurement Purchase Orders
- Managing procurement approvals process
- Drafting tenders, Service Level Agreements
- Tracking expenditure on supplier contracts against budgets and report to management
- Tracking procurement against SAP and budgets
- Drafting procurement tender invitation documents, SLAs, RFPs
- Gather and analyse learner/programme data via PLSS reports
- Supporting the development of micro-qualification modules for SMEs
- Researching upskilling requirements for SME businesses
- Overseeing the evaluation of the pilot programmes
- Organising meetings with programme development and working groups, learning design consultants and subject matter experts
- Preparing presentations, recording, and distributing minutes
- Coordinating, maintaining, and reporting on enterprise engagement workshops for FET staff

Administration

- Administration support for unit projects – green, digital, Innovation, promotions, etc.
- Moodle – setting up new ETB staff with logins and updating site.
- Management of mailing lists – keep up to date
- Updating intranet

Requirements:***Essential:***

- Strong skills in digital, social media and promotional supports delivery
- 2+ years project management experience
- Demonstrated ability to liaise and network with a range of stakeholders both internal and external
- Demonstrated ability to embrace and implement change as directed by management
- Demonstrated ability to think creatively in seeking solutions and/or developments in programmes, processes and delivery mechanisms.
- Demonstrated ability to work as part of a team and support management as required
- Demonstrated ability to identify continuous improvements in own areas of operations
- Demonstrated ability to work effectively under pressure to meet targets
- Proven record as an excellent communicator
- Strong report writing skills
- Relevant third level qualification or equivalent knowledge gained through work experience.