

### **Role Specification**

**Title:** Project Officer

**Grade:** 08 Unit: FETOPS Unit (FET Operational Planning Support)

**Reporting to:** Assistant Manager

### **Role Summary**

To support the work of the Unit in regard to FET planning, provision of FET operational, reporting and systems development.

### **Key Tasks/Responsibilities**

- Support the planning and funding processes for the various FET grantees and grants, through;
  - the development/preparation of funding guidelines/parameters
  - review grantee funding requests and reports submitted
  - administration of grant approvals, reporting and payments
  - review grant balancing statements and grantee audited accounts
- Support FET providers regarding planning and forecasting through the FARR system
- Collate and review planning and reporting data generated through FARR, Tableau and other systems
- Assist with the preparation/development of a range of reports relating to;
  - provision planning, mid-year review and reported outturn
  - funding allocation and reported spend
  - activity funded and outcomes
  - PLC provision, supports and approved providers
- Liaise with internal and external stakeholders where required
- Preparation and review of data for inclusion in reports, publications, Board papers, PQ responses, other queries
- Develop templates, trackers, processes, etc., to aid the work of the Unit
- Support enhancements, updates and maintenance of systems used by the Unit
- Collaborate with colleagues and stakeholders to support the implementation of the FET Strategy
- Maintain a quality focus regarding own work and that of the Unit
- Represent the Unit at meetings as necessary
- Be flexible / adaptable to work practices and change
- Any other duties which may be specified from time to time

### **Requirements**

#### **Essential**

- Leaving certificate standard of education
- Two years relevant work experience in an office environment
- Good communication skills - verbal and written
- Strong numerical skills/experience working with figures
- High level of proficiency in the use of Microsoft Office in particular Excel and Word
- Good interpersonal skills and ability to communicate with a range of stakeholders
- Strong quality focus on own work, outputs and good attention to detail
- Self-starter capable of working on own initiative
- Knowledge of the FET Sector

**Desirable**

- Ability to acquire new technical information quickly
- Ability to accept responsibility and respond to challenges
- Evidence of continuing professional development
- Knowledge of SOLAS FARR and PLSS systems