

Role Specification

Title of Position:	Project Assistant
Grade:	10
Unit:	Facilities Unit - People Engagement Team
Reporting to:	Facilities Services Officer
Ref:	467

Role Summary:

The Facilities Unit is responsible for the maintenance and facility services of Castleforbes House, meeting rooms, print services and postage. This unit is part of the SOLAS People Engagement Team which is responsible for the management and administration of Facilities, Pensions, Onboarding, Well-being, Values, Learning@SOLAS, Performance and Development Process, Public Sector Duty, SOLAS Internal Apprenticeship Programme, Workforce Planning and Development, and Corporate Social Responsibility.

Reporting to the Facilities Services Officer this role is responsible for supporting a range of activities under the Facilities Unit - People Engagement Team.

Duties and Responsibilities:

- Supporting all aspects of the day-to-day operation of the Facilities Unit as required.
- Co-ordinating the units Onboarding process.
- Supervising staff in the Facilities team.
- Assist in the co-ordination of operational schedules to ensure continuity of service.
- Supporting the development of appropriate systems and procedures to ensure effectiveness.
- Assist the Facilities Services Officer in reviewing systems, policies, and procedures on an ongoing basis to deliver a quality service and ensure compliance.
- Building and maintaining relationships with key internal and external stakeholders.
- Participating in committees and forums as appropriate.
- Creating and maintaining databases and filing systems as appropriate.
- Any other activities that are required from time to time in relation to supporting SOLAS People Engagement Team administration.

Requirements:

Essential:

- Relevant qualification
- Minimum of 2 years' administrative experience in a similar or related role

Experience

The Project Assistant is expected to have the following skills & competencies:

- Excellent IT skills with a high level of competency in MS Office applications e.g., Word and Excel.
- Excellent analytical skills with diligence combined with an ability to communicate concisely with all levels of staff both within and outside SOLAS.
- Strong organisational and prioritisation skills, with the capability to manage multiple priorities with competing priorities/deadlines.
- An ability to deal with and resolve problems and escalate as appropriate.
- Excellent interpersonal skills with proven ability to build positive relationships.
- Excellent communication skills, both written and oral.
- Ability to work independently, proactively, and flexibly.
- Ability to deal with confidential and sensitive information.