

Role Specification

Title: Assistant Manager (2-year contract)

Unit: Enterprise, Employees and Skills

Grade: 7

Reporting to: Manager

Ref: 352

Role Summary

SOLAS is currently recruiting a temporary Assistant Manager to support policy development and implementation in relation to skills development for the Irish workforce.

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 key 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.

Key Tasks/Responsibilities

- Supporting the work of an employee development unit, including the development of a range of strategic oversight and support mechanisms to guide the development through FET of those in employment.
- Developing and implementing information systems to assist roll out, monitoring and evaluation.
- Providing targeted support for the review of existing provision and the development of new initiatives in partnership with ETBs, relevant agencies/bodies/fora, other FET providers and enterprise.
- Analysing relevant data to provide information and reports to relevant stakeholders.
- Developing systems to support monitoring and evaluation of employee development and targeted skills initiatives.
- Providing guidance and support to Education and Training Boards on current and future employee development needs which can be served by FET.
- Planning, development and implementation of activity, budget, promotions, related procurement; and reporting through relevant systems.
- Research, data collection, responding to PQs, audit queries and briefing notes.
- Carrying out other duties as may be specified by the Manager, Enterprise, Employees and Skills from time to time.