

<b>Title:</b>	Assistant Manager – Transformation Project Management Office (Temporary, 2 Year Fixed Contract)
<b>Grade:</b>	7
<b>Unit:</b>	Transformation Project Manager Office
<b>Reporting to:</b>	Manager of Strategy Implementation
<b>Ref:</b>	330

***The following position(s) are now available to be filled through secondment:***

### **Role Summary**

An exciting new opportunity now exists right at the heart of the National Further Education and Training Strategy for Ireland 2020-2024. The Strategy sets out an ambitious vision for the future of Further Education and Training (FET) to Transform Learning. SOLAS, the statutory authority in Ireland for FET is establishing an innovative new Transformation Project Management Office (TPMO) which will be at the centre of the implementation of the Strategy. This new Transformation office will provide a framework to support the 3 pillars in the Strategy – Building Skills, Creating Pathways and Fostering Inclusion and will also provide a central resource for the strategic enabling themes in the Transforming Learning Strategy. The office will also maintain a sustainable tracking of success in delivering the strategy. The TPMO will create a culture of collaboration, ensuring strategic and accurate information flow across the workstreams and the strategy stakeholders.

SOLAS is seeking to recruit a number of Assistant Managers on a two-year fixed contract basis who will be key to the establishment of the Transformation Project Management Office and the delivery of the Strategy. Reporting to the Manager of Strategy Implementation the Assistant Manager(s) will have a co-ordinating role for each of the workstreams arising out of the three strategic priorities and enabling themes. Working with the project sponsors, project leads, advisory groups and working groups associated with individual workstreams their role will be to drive implementation of activities and support the resolution of any challenges. They will also be responsible for monitoring and reporting on progress and ensuring that good communication underpins all of the work associated with strategy implementation.

### **Key responsibilities**

- Active role in the establishment of the Transformation Project Management Office and the embedding of a project management approach to strategy implementation.
- Develop a strategy implementation toolkit comprised of templates, guides and reporting dashboards.
- Liaise with SOLAS leads and working groups to monitor implementation and prepare quarterly progress reports for the FET Strategy Implementation/ Transforming

Learning Steering Group and the Strategic Planning Committee (Sub-Committee of the SOLAS Board).

- Develop and implement communications plans for stakeholders involved with the Strategy.
- Identify and map dependencies across the different workstreams.
- Work with SOLAS project leads to establish advisory committee and identify working groups for individual projects associated with workstreams.
- Develop terms of reference and co-ordinate the activity of advisory committees and working groups.
- Identify and scope projects arising out of workstreams.
- Develop projects charters, objectives, workplans for projects in accordance with SOLAS project management handbook.
- Work with the project leads to agree KPIs, implementation timelines and risks for projects.
- Work with project leads to address and resolve barriers/issues as they arise.
- Ensure outputs are high quality and delivered to a high standard.
- Work collaboratively with other project managers, sponsors, leads, working groups and workstream advisory committees.
- Provide input and advice to other SOLAS Business Units on embedding a project management approach in SOLAS.

### **Essential Requirements**

- Detailed knowledge of the Further Education and Training Sector and the ambitions set out in the FET Strategy 2020-2025 and/or experience of working in the sector.
- Substantial experience of working in the area of project management coupled with proven experience of developing and implementing new programmes or initiatives is essential.
- Excellent oral and written English communications skills including demonstrated experience in researching, writing, editing and report writing.
- Proven experience of dealing with multiple demands and competing priorities and meeting tight deadlines is essential.
- Demonstrated ability to actively work as part of a team.
- A relevant Further Education and Training or third level qualification in project management or similar.
- Excellent IT skills. Experience of working with tools that support project management desirable.