



## SOLAS Manager Legal & Audit Services

**Reporting To:** Director of People, SOLAS  
**Location:** Castleforbes House, Dublin 1  
**Tenure:** Permanent  
**Reference:** 369

SOLAS, the Further Education and Training Authority of Ireland, was established on 27 October 2013 and its mission is to fund, co-ordinate and monitor a range of Further Education and Training (FET) provisions that is responsive to the needs of learners and employers. It is an agency of the recently formed Department of Further and Higher Education, Research, Innovation and Science. SOLAS works in close collaboration with Education and Training Boards (ETBs) across Ireland on provision of high-quality further education and training, equipping learners with relevant skills and knowledge, and providing a pipeline of talent into employment and to the Irish economy and society.

### The Role:

At SOLAS, the Legal & Audit Services office plays a key support role in the areas of compliance and provision. This includes compliance of corporate governance requirements specified in the Code of Conduct for the Governance of State Bodies, provision of professional legal advice for SOLAS and management of same and the execution of audit services to provide assurance to our SOLAS Audit and Risk Committee.

We are currently recruiting for a **Manager Legal & Audit Services** in SOLAS and the successful candidate will play a leadership role and an integral part of the People Team. They will support the effective delivery of Legal and Audit services under compliance and provision, and include other responsibilities and accountability in the area of insurance and organisational complaints. The role will also form a key part of the People Team Management structure and reports directly to the Director of People.

### Legal Services

The role will require cooperation and liaison between SOLAS leadership and the providers of legal services and the Manager Legal & Audit Services will have responsibility and accountability for the following legal priorities:

### Key Responsibilities

#### Legal Specific:

- Leadership role in ongoing legal cases including agreeing course of actions, consulting with legal representatives, counsel and SOLAS Senior Leadership Team (SLT), signing affidavits where required, preparing SOLAS witnesses, attending court, representing SOLAS as required and other matters.
- Seek legal opinion and advice for SOLAS SLT on business matter such as apprenticeship, construction services, legislative changes and other SOLAS programmes / matters.
- Manage the flow of legal advice on property matters, data protection / exchange, data access, corporate trademarks, procurement / tenders and other contractual matters.
- Deal in a proactive manner with the threats of legal action against SOLAS, in conjunction with internal and external stakeholders.
- Perform an advisory role in internal committees such as the National Apprenticeship Appeals and RPL Committee.

- Manage the budget for legal services.
- Co-ordinate the periodic procurement of legal services via OGP, e-Tenders, management and Board approval.

## **Internal Audit**

In conjunction with the Head of Internal Audit (HOIA), support, deliver and execute audit strategy for SOLAS.

### **Audit and other key responsibilities:**

- Agree scope and objectives, managing Internal audit framework, assisting framework companies on the proposal, coordination, sign off, delivery and implementation of audit reviews, in conjunction with the HOIA to the required standard of the SOLAS ARC.
- In conjunction with the HOIA, manage the administration and presentation of the quarterly meetings of the SOLAS Audit & Risk Committee (ARC). Provide the ARC with the necessary material to support the governance assurances required under the Code of Conduct for the Governance of State Bodies.
- Manage the relationship with the Internal Audit Unit ETB, in terms of funding, audit selection, scope setting for the SOLAS funded reviews conducted by Internal Audit Unit (IAU) ETB and periodic sectoral reports produced by IAU ETB. Represent SOLAS on the Steering Committee of the IAU ETB, as required.
- Oversee the maintenance of the Issue Tracking Register for outstanding recommendation arising from Internal Audit reports and reporting updates to the ARC quarterly and periodic follow-up reviews.
- Co-ordinate the periodic procurement of internal audit, corporate governance and risk management services via OGP, e-Tenders, management and Board approval.
- Deal with the management of any Protected Disclosures.
- Oversee the management by staff of the Complaints procedure, data access requests, insurances (both through brokers and through insurers) for a range of policies and via the State Claims Agency, personal injury and similar claims.
- Represent the organisation on relevant external employee relations *fora* (e.g., WRC)
- Represent the People Team on relevant groups/ committees
- Act for the Director of People when required
- Espouse the SOLAS culture, living by the TRIBE values
- Other assigned duties as needed.

### **The Individual**

The successful candidate will have:

- A record of academic achievement that will include a relevant primary degree, or equivalent, at a minimum. Legal qualification desirable.
- Evidence of experience relating to corporate governance requirements specified in the Code of Conduct for the Governance of State Bodies
- Demonstrable experience in the areas of audit compliance and legal supports
- Ability in relating effectively with a diverse range of people internally and externally to the organisation, including government departments, Board members, committee members, key external audit Stakeholders and staff representatives.
- Experience and proven ability in the ongoing management of relationships with key stakeholders and in providing assurance to key groups, such as the Board and Board sub-committees.
- Demonstrable commitment to continuous improvement with a high degree of initiative.
- Proven record of accomplishment of developing, driving and delivering against implementation plans.
- Resilient and comfortable taking ownership.
- Capable of taking responsibility and being accountable
- Experience of facilitating and influencing decision-making.

- Excellent written and spoken communications skills, as well as a working familiarity with information technology
- Exemplary public service values including the highest standard of professional integrity and operating with probity.
- Experience in driving compliance from a growth mindset perspective.

**Core competencies:**

The successful candidate will have demonstrated the following core competencies for the indicated role:

- **Leadership**  
Inspiring and energising self and others to achieve personal and organisational success.
- **Developing Self and Others**  
Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing developmental opportunities to others and taking ownership for own learning and others.
- **Results Focused and Business Aware**  
Maintaining a focus on the important issues to achieve and improve results and awareness of and applying sound business principles and effective operational practices to drive successful outcomes.
- **Learner & Stakeholder Focus**  
Maintaining learner/ stakeholder focus, understanding their needs, providing realistic commitments and taking responsibility for delivering on those commitments.

**SOLAS TRIBE Values:**

The successful candidate will espouse the SOLAS values in all aspects of their work

- **Transparent:** *We are Transparent, Accountable and Work with Integrity*
- **Respectful:** *We Respect and Value our People*
- **Innovative:** *We Think Big and Encourage Innovation*
- **Brave:** *We are underpinned by Trust, Support and a Shared Purpose*
- **Effective:** *We maximise value through our Professionalism and Efficiency*