

## **Role Specification**

<b><u>Title:</u></b>	Manager, Grant Assurance
<b><u>Grade:</u></b>	6
<b><u>Unit:</u></b>	System Funding and Performance
<b><u>Reporting to:</u></b>	Director, System Funding and Performance
<b><u>Ref:</u></b>	377

### **Role Summary:**

The successful applicant will manage the work of the Unit which will involve development and implementation of processes to support SOLAS FET planning, funding and investment assurance. This role will also involve leading strategic discussions for FET planning and provision, analysis of qualitative and quantitative data in support of planning and investment assurance, development of strategies for the dissemination of information and provision of support and data in relation to the development of the annual FET Services Plan, annual Parameter and Requirement documents.

There is broad consensus that the current funding model around FET needs to change. The aim is to replace current funding arrangements for all FET provision and replace it on a phased basis with a “strategic input and outcomes based” funding model. The successful applicant will provide support in the conceptualising, development, and rollout of the FET Funding Model/formula development.

Other key tasks include conceptualising, managing, and producing data regarding FET outcomes using available data systems e.g., FARR and PLSS, in support of due diligence on FET investment, the development of summary and annual reports to collate and provide information related to the work of the unit in the context of FET, Liaison, support and Investment Assurance of FET grants.

To support the work of the FET Planning and Investment unit the successful applicant should be familiar with FET Provision and data sources, have the capacity to interpret labour market intelligence/research reports within an FET context and be familiar with Microsoft Office (Excel, Word, PowerPoint and Access).

### **Key Tasks/Responsibilities**

- Manage the development and implementation of a workforce development policy framework a professional development strategy for those working in the FET sector and other strategic initiatives with relevant stakeholders.
- Manage the development and provision of planning, investment, and assurance of funding mechanisms for and other strategic initiatives.

- Manage the development of strategic frameworks and initiatives and engagement with key stakeholders.
- Make efficient and effective use of all resources in planning, organising and monitoring work.
- Establish and agree with the Director annual business plans and budgets for the unit consistent with the overall FET strategy and SOLAS Corporate Plan and other relevant national policies.
- Plan, monitor and review the activities of the unit, including both short term and long-term plans and ensure that corrective action is taken as required.
- Ensure that services are delivered to support the FET sector in the most efficient and cost-effective manner.
- Provide direction and support to team members and all other relevant stakeholders in the completion of projects and in efficient and effective distribution of financial, human, and material resources of the unit.
- Develop and maintain productive engagement with key external stakeholders, to include Government Departments and other relevant agencies/bodies/ organisations.
- Establish and maintain good communication and liaison structures within SOLAS.
- Deputise for the Director as required from time to time.
- Perform such other duties as assigned by the Director.

### **Requirements:**

#### ***Essential:***

- Knowledge and experience of funding and workforce development and national innovation approaches and strategies at a national level.
- Demonstrated leadership in supporting organisational change.
- Substantial education and training development experience, involving contributions at a strategic, operational, and national level.
- Substantial experience of task and people management, research and report writing skills.
- Demonstrated experience of engaging productively with internal and external working groups to develop strategies and at operational and national levels to successfully complete projects.
- Demonstrated record of managing productive stakeholder relationships.
- Demonstrated ability to produce, present and interpret Financial and Statistical Data to ensure Value for Money and the delivery of strategic Goals.
- Proven excellent record in project management.
- Proven record of achievement, within tight timeframes, of project innovation and delivery.
- Proven record as an excellent communicator with highly developed interpersonal and influencing skills.
- Demonstrated resilience and ability to work effectively under pressure to consistently meet targets.
- Has effectively designed and executed unit business plans in line with organisational strategy
- Proven ability in leading teams, providing direction and support
- Possession of a relevant degree or equivalent.

***Desirable:***

- Possession of a relevant post-graduate qualification.
- Knowledge of public sector financial and procurement procedures and how they relate to the role.
- Ability to work on own initiative.
- 3 years - experience in a similar role