SOLAS
learning works

Title: Project Officer (Temporary, 1 Year Contract) **Grade:** 8

Unit: Apprenticeship Services – Delivery (Heavy Vehicle Mechanic)

Reporting to: Assistant Manager

Ref: 329

Role Summary

SOLAS works in close collaboration with Further and Higher Education Institutions across Ireland on provision of high-quality education and training, equipping apprentices/learners with relevant skills and knowledge, and providing a pipeline of talent into employment and to the Irish economy and society.

SOLAS has statutory responsibility for the administration of the national apprenticeship system. Apprenticeship is a major part of skills development policy and is targeted to expand significantly over the coming years.

The successful person must have experience in developing curricula and assessments. Hold a national craft qualification or equivalent award in the craft of **Heavy Vehicle Mechanics**.
The role involves developing training content and assessment across a variety of Motor crafts, experience within an allied trade would be advantageous.

Key Tasks and Responsibilities

- Manage the development of curriculum and assessment as per quality procedure/s.
- Conduct periodic review/s of curriculum and assessment/s in accordance with SOLAS specifications and guidelines.
- Engage with stakeholder group/s in the review and development of curriculum and assessment/s.
- Develop and advise on individual assessment instruments to comply with SOLAS design specifications, QQI and assessment schedule/s.
- Complete assessments as required within apprenticeship craft/family and across apprenticeship as necessary.
- Collaborate with technical/ training specialists / instructors / lecturers and management to achieve agreement on the design of appropriate assessment items and assessment strategies for SOLAS programmes.
- Evaluate and verify assessment design including assessment process, content, marking criteria and grading system.
- Proofread and submit documentation in the agreed format.
- Conduct analysis on assessment performance and stakeholder engagement and generate reports as required.
- Undertake any other projects/tasks as required by Apprenticeship Unit.
- Undertake professional and personal development when requested by Manager or Assistant Manager.

Essential Requirements:

- National craft qualification or equivalent award in the craft of Heavy Vehicle Mechanics.
- Experience in curricular and assessment design.
- Strong report writing skills.
- IT Skills.
- Excellent time management skills.
- Excellent communication skills.