



Role Specification

Title: Assistant Manager (Temp, 2 years, P/T 17.5 hrs)
Grade: 07
Unit: FETOPS Unit (FET Operational Planning Support)
Reporting to: Manager
Ref: 463

Role Summary

To support the work of the Unit through supervision and/or management of tasks in regard to FET planning, operations, reporting and systems development/supports.

Key Tasks/Responsibilities

- Collaborate with colleagues and stakeholders to support the implementation of the FET Strategy
- Manage the planning and funding processes for the various FET grantees and grants, through:
 - the development/preparation of funding guidelines/parameters.
 - review of grantee funding requests and reports submitted.
 - administration of grant approvals, reporting and payments.
 - review grant balancing statements and grantee audited accounts.
- Manage the supports FET providers regarding planning and forecasting through the FARR system.
- Collate and review planning and reporting data generated through FARR, Tableau, and other systems.
- Manage the preparation/development and review of a range of reports relating to:
 - Provision planning, mid-year review and reported outturn.
 - Funding requests, allocations and reported spend.
 - Activity funded and outcomes.
 - PLC Provision supports and approved providers.
- Support FARR integration with other SOLAS systems and actively contribute to the development of FARR and PLSS
- Prepare reports, data for Board Papers, responses to PQs and other queries.
- Ensure good governance is adhered to in all matters.
- Maintain a quality and continuous improvement focus regarding own work and that of the Unit.
- Represent the Unit and SOLAS at meetings/work groups as necessary.
- Be flexible / adaptable to work practices and change.
- Any other duties which may be specified from time to time.

Requirements

Essential

- NFQ/QQI level 8, or equivalent standard of education is the minimum required or minimum of 3 years' relevant working experience with the FET/HET Sector.
- Capacity to find creative solutions to issues.
- Good communication skills - verbal and written.
- Excellent numerical and analytical skills.
- Have good knowledge of FET programmes and the sector.
- Good interpersonal skills and ability to communicate with a range of stakeholders.
- Strong quality focus on own work, outputs and good attention to detail.
- Self-starter capable of working on own initiative.
- Competency in the use of Microsoft office, in particular Excel and Word.

Desirable

- Capacity to acquire new technical information quickly.
- Capacity to accept responsibility and respond to challenges.
- Evidence of continuing professional development.
- Knowledge of SOLAS FARR and PLSS systems.
- Familiarity with Tableau.