

Role Specification

Title:	Project Assistant
Grade:	10
Unit:	Construction Services
Reporting to:	Manager
Ref:	450

Role Summary:

To assist in the operation and administration of the Construction Services Unit.

Key Tasks/Responsibilities:

- Supervise the work of clerical staff assigned to the Construction Services Unit (CSCS/ QSCS).
- Assist with enquiries from Tutors and Approved Training Organisations(ATO's).
- Will engage with and support assigned project objectives and goals.
- Ensure a high level of customer service is maintained in the Unit.
- Maintaining and updating the Tutor Register database and processing of payments relating to programmes.
- Processing applications for Approved Tutors. Manage operational schedules/deadlines.
- Organise and assist in the registration and administration of training programmes and workshops.
- Compile & analyse monthly monitoring activities, prepare and present reports for strategic analysis.
- Assist stakeholders in the proficient use of the SOLAS National Construction Schemes Database (NCSD).
- Ensuring Tutors comply with procedures regarding course notification and the timely submission of applications and payments on the SOLAS National Construction Schemes Database (NCSD). Resolve advanced queries from Tutors and Approved Training Organisations relating to Programmes.
- Liaising with tutors and ATOs to ensure compliance with procedures.
- Generate all necessary reports relating to Programmes.
- Scheduling interviews, training programmes and assisting in workshops for existing and new Tutors and ATO Training Managers.
- Maintain financial records for the Construction Services Unit and process purchase orders in keeping with financial procedures.
- Provide secretarial support to stakeholder committees. Assist in the development and implementation of procedures for the Unit.
- Assist in the development and implementation of procedures for Construction Services quality assurance system.
- Other duties may be specified by Manager of Section from time to time.

Quality Assurance Responsibilities:

- Actively support and adhere to QA policies and procedures.
- Engage in work in a manner which leads to continuous improvement.
- Engage in preventative action where possible to avoid risk to projects.

Requirements:***Essential:***

- Knowledge and understanding of the CSCS, QSCS Programmes.
- Understanding of Quality Assurance.
- Knowledge and understanding of Construction Services computer management systems.
- Proficient in Microsoft Excel, Word, Powerpoint and knowledge of web based applications (IT databases).
- Leaving Certificate or equivalent.
- Experience of administration systems and processes.
- Self-starter with good team working skills.
- Able to plan, organise and prioritise their own workload and meet deadlines.
- Ability to assign work to colleagues, supervise colleagues' workloads and deadlines.
- Ability to follow instruction.
- Flexible working approach.
- Willing to rotate and work non-standard hours within the organization, if required.
- Ability to meet travel requirements of the post.

Desirable:

- Understanding of Project Management.
- Level 7 qualification.