

Title of Position: **Manager – Quality Assurance**
Reporting to: **Director of Apprenticeship**
Office: **SOLAS**
Location: **Block 1, Castleforbes House, Castleforbes Road, Dublin 1**
Reference: **612**
Closing date: **22 April 2026**

Role Summary

SOLAS is seeking to appoint a manager to lead on apprenticeship Quality Assurance (QA) transformation. This role supports the Director of Apprenticeship in delivering strategic and operational actions arising from the Action Plan for Apprenticeship 2021-2025 and subsequent plans. The postholder will also play a key role in managing the transfer of craft apprenticeship curriculum and assessment functions from SOLAS to education providers.

The Manager will lead the Apprenticeship QA team in engaging with key stakeholders, including apprentices, employers, support staff, training providers, consortia coordinators, and peer state agencies. The Manager, Quality Assurance, will work closely with the Director of Apprenticeship to project manage and coordinate the delivery of key elements of the NAO annual work plan. This includes:

- writing and producing high-quality internal and external facing documents,
- ensuring effective and responsive communication and engagement with stakeholders,
- developing, updating and ensuring implementation of standard operating procedures, as well as
- leading meetings and events related to QA.

This is a key leadership role responsible for ensuring the highest standards of quality, compliance, and continuous improvement across all apprenticeship offerings. The successful applicant will oversee the development, implementation, and review of quality assurance frameworks, document control, monitoring processes and will be responsible for ensuring that all craft apprenticeship programmes meet internal benchmarks and external regulatory requirements. The Manager, Quality Assurance will champion a culture of excellence, foster engagement among stakeholders, and lead a team dedicated to enhancing the SOLAS apprenticeship QA framework and ensuring an effective interface with apprenticeship delivery providers and their respective quality assurance frameworks.

The Manager, Quality Assurance will have responsibility for:

- Implementation of the SOLAS Quality Improvement Plan (QIP), in conjunction with colleagues in Quality and Qualifications Ireland (QQI), the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), delivery providers (providers of further education and training and higher education), and other key stakeholders.

- Supporting the plan to transfer curriculum and assessment development from SOLAS to delivery providers. This will include having input into the design of the QA interfaces which will be required during and post the transfer process.
- Oversight of the administration of assessment events relating to Craft Apprenticeship programmes to ensure the variety, currency and fitness for purpose of assessment instruments.
- Ensuring, in collaboration with delivery providers, that best practice around the security of assessment materials and events is followed at all times.
- Develop and maintain effective relationships with internal and external stakeholders, including delivery partners, employers, awarding bodies, regulators, government departments, and other state agencies.
- Establish, maintain, and enhance a robust and QQI-compliant quality assurance framework.
- Establish and maintain policies and procedures for effective document control.
- Identify, assess, and mitigate risks related to apprenticeship quality and compliance.
- Produce regular reports for internal and external OLAS stakeholders on the quality and compliance status of apprenticeship. Examples of these stakeholders are –
 - SOLAS senior leadership
 - Governance boards
 - QQI PAEC Committee
 - QA Taskforce
 - Transfer Plan Steering Group
- Leverage digital tools and platforms to conduct and report on external authentication/monitoring activities related to the craft apprenticeship programmes.
- Lead on the conduct of self-assessment, manage preparation for and engagement with internal audit and external inspection processes.
- Analyse assessment performance data and feedback from stakeholders to identify trends and areas for enhancement.
- Manage queries and proposals from EU/Non-EU countries on the alignment of apprenticeship standards.
- Effectively manage, organise and oversee staff resources of the team as required, including using initiative and a collaborative approach to proactively plan and implement actions, in consultation with the Director to support staff to deliver on agreed objectives.
- To support a positive working environment and the health, safety and wellbeing of colleagues.
- Manage, lead, coach, and develop the quality assurance team.
- Assist in the business planning and budgeting process.
- Deputise for the Director of Apprenticeship as required.
- Carry out any other duties as assigned by the Director of Apprenticeship.

Requirements

- Minimum of 3 years working in a management role related to quality assurance, preferably in the field of tertiary education and training or in relevant areas of industry.
- Extensive knowledge of and experience of developing, implementing and enhancing quality assurance practices and procedures related to the training and education field. Experience and knowledge of craft and consortium apprenticeship QA is particularly desirable.
- Experience in engaging with recognised QA infrastructure and groups, including Programme Boards, External Authenticators / examiners, QA committees, etc.
- Knowledge and understanding of programme development, validation and certification procedures.
- Excellent written and verbal communication skills, with experience of writing high quality documents, and developing, producing and communicating policies and procedures

- Experience in managing budgets.
- Strong track record in delivery focus and achievement of work and project objectives.
- Project management qualification or comparable experience
- Excellent interpersonal skills, including in leading, managing and developing people and engaging with and influencing key stakeholders.
- Experience in leading a large team and managing multiple competing deadlines to accomplish a range of goals effectively and successfully is essential for this role.
- Experienced in developing and implementing annual work plans with associated monitoring and evaluation.
- Ability to work well under pressure on multiple tasks and to achieve deadlines.
- Ability to identify areas for improvement and determine appropriate solutions
- Proven ability to work on own initiative and deliver assigned goals and tasks.