

Role Specification

Post:	Project Assistant
Grade:	10
Unit:	CSCS/QSCS Operations Unit – Construction Services
Reporting to:	Assistant Manager, CSCS/QSCS Operations
Location:	SOLAS, Block 1, Castleforbes House, Castleforbes Rd, Dublin 1

Closing date for submission of completed application forms is Monday, 12 October 2026, at 12.00pm (noon)

The SOLAS Construction Services Unit wishes to recruit a Project Assistant to support the work of the Unit, with an immediate focus on CSCS/QSCS Operations, and reporting to the Assistant Manager, CSCS/QSCS Operations.

Job Description

The Project Assistant will support the effective administration, delivery and continuous improvement of the Construction Skills Certification Scheme (CSCS) and Quarry Skills Certification Scheme (QSCS).

The post holder will provide operational, administrative and quality assurance support across a range of front-line business activities including Approved Training Organisation (ATO) approvals and renewals, CSCS/QSCS tutor applications, Recognition of Professional Qualifications (RPQ), stakeholder engagement, quality assurance processes and business systems administration.

The post holder will be expected to take ownership of designated operational workstreams, maintain oversight of assigned casework and records, and contribute to the continuous improvement of CSCS/QSCS operational processes.

Key Task/Responsibilities

The successful candidate will:

- Maintain confidentiality and handle sensitive information appropriately.
- Work collaboratively across the Construction Services Unit and wider SOLAS organisation.
- Support operational change and continuous improvement initiatives.
- Comply with SOLAS policies, procedures and quality management requirements.
- Provide administrative and operational support to the CSCS/QSCS Operations Team.
- Manage assigned operational workstreams and casework.
- Process applications, enquiries and requests in accordance with established procedures.
- Prepare correspondence, reports and operational documentation.
- Maintain accurate records, databases and management information systems.
- Support stakeholders including Approved Training Organisations (ATO), tutors, applicants and members of the public.
- Assist with the implementation of quality assurance and compliance processes.
- Support document control and records management activities.
- Contribute to projects and continuous improvement initiatives.
- Liaise with colleagues across SOLAS and with external stakeholders as required.
- Undertake other duties as appropriate to the grade as may be assigned.

Essential Requirements

- A QQI/FETAC/HETAC Level 5 (Major Award) or above is the minimum qualification for this post
- A Minimum of 1 year experience in an administrative support role.
- Evidence of successful engagement with stakeholders
- Proven experience in records management and information administration.
- Working with databases, tracking systems or business applications.
- Developing procedures and/or other quality assurance documentation.
- Proficiency in Microsoft Office applications: Word, Excel, Outlook, Visio, PowerPoint, MS CoPilot, and Teams.
- Excellent organisational skills.
- Strong attention to detail and accuracy.
- Ability to manage competing priorities.
- Effective written and verbal communication skills.
- Ability to work independently and collaboratively as part of a team.

Desirable Requirements

- Experience in quality assurance or quality management environment.
- Experience in further education, vocational training, certification or regulatory administration.
- Experience using SharePoint or document management systems.
- Experience supporting compliance, governance or operational improvement activities.
- Evidence of working in a customer service/Call Centre environment.
- Evidence Programme Administration and coordinating applications.