

## Role Specification

<b>Title:</b>	Programme Manager, Capital Unit
<b>Grade:</b>	6
<b>Unit:</b>	Capital Unit
<b>Reporting to:</b>	Director of System Funding and Performance
<b>Ref:</b>	374

### Role Summary:

SOLAS is seeking to fill **two permanent**, full-time posts of Programme Manager Capital Programmes, to support the planning, delivery and operation of small and large-scale capital projects (€35m+) within the Further Education and Training (FET) sector. The postholders will lead the establishment and ongoing management of the SOLAS Capital Investment Programme. The expected budget over the next 4 years is approximately €280m over a number of projects.

The following are the key programmes to managed by the Capital Programmes Unit.

- FET College of the Future Major Projects €5m+
- FET Strategic Infrastructure Upgrade Fund
- Apprenticeship Capital Fund
- Emergency Health and Safety
- Energy Efficiency & Decarbonisation Pathfinder Programme
- Devolved grant scheme
- Programme calls for funding applications from 16 Education and Training Boards (ETBs)

In addition, we are seeking to create a reserve list which will be established from the interviews in the event of a vacancy arising.

### Key Tasks/Responsibilities:

These are senior professional roles with leadership and management responsibilities. The successful candidates will be expected to demonstrate excellent project management, technical and contractual experience in the field of infrastructure planning, procurement and delivery of construction projects. The ability to engage with stakeholders and counterparties at a senior level and to lead and develop our team are also key aspects of the role. Further details and responsibilities are included below.

- Lead and support ETBs in the development of their FET estates strategies
- Provide recommendations and/or decisions, as appropriate, in relation to project selection and decision gate approvals in line with the Public Spending Code
- Provide oversight of, and support to, ETBs through the planning, procurement and delivery of major and minor capital projects.
- Work closely with ETB's and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) on the development of capital plans for the FET sector.
- Ensure a strong governance and value for money approach is taken to all project decisions
- Develop the programme and project corporate governance structures in partnership with DFHERIS and ETBs, ensuring clarity of roles and responsibilities between stakeholders.
- Develop internal project and programme management structures and processes.

- Chair project team meetings and represent SOLAS as required at liaison committees, quarterly governance meetings with DFHERIS, and other key project meetings.
- Develop a detailed understanding of DFHERIS and SOLAS oversight requirements and monitor compliance by both SOLAS and ETBs through the lifecycle
- Implement robust climate action/sustainability strategies and oversee scheme design and planning processes to ensure the highest sustainable development standards.
- Develop a project management team delivering support to ETBs in accordance with terms and conditions of funding.
- Create and manage stakeholder relationships and ensure that the integrity and reputation of SOLAS is held in high regard.
- Prepare reports, recommendations, board papers and presentations.
- Active monitoring and reporting on programme budgets, costs and progress against schedule, as well as risks and oversight of control measures including in relation to change control, health and safety and construction quality.
- Procurement and active performance management of external multi-disciplinary advisors, including ongoing communications and reporting.
- Benefits realisation management
- Manage the preparation and delivery of:
  - All project inputs by SOLAS and advisors required across the project lifecycle.
  - Oversee the design process (including statutory applications) necessary to deliver the projects at ETB level
- Undertake and/or commission compliance monitoring checks to ensure that projects are being procured and delivered in accordance with requirements
- Support the implementation of best practice in relation to all aspects of project and programme planning and delivery, including, but not limited to appraisal, design and procurement
- Active engagement with the SOLAS senior management team on resource planning and the development and delivery of the SOLAS strategy and business plan objectives.

### **Requirements:**

#### ***Essential***

- Third level degree (or equivalent) or higher in architecture, engineering, construction, project management, quantity surveying or a building related discipline.
- Chartered membership of a relevant professional institution (or equivalent).
- Knowledge of planning, building standards and construction contracts.
- Knowledge of Project Ireland National Development Plan 2040, and the Climate Action Plan 2021, with understanding of the consequent implications for infrastructure development, procurement and delivery.
- Knowledge of Public Spending Code and Capital Works Management Framework.
- Knowledge of key issues and management strategies associated with climate change/sustainability, environmental, social and governance factors on building projects.
- Knowledge of construction health and safety roles, responsibilities and legislation.

#### ***Desirable***

Preferably 10+ years' relevant programme or project management experience relating to the delivery of major building or infrastructure projects (€35m+).

Relevant experience will address the principal responsibilities above and may include:

- Oversight of planning and delivery of capital programmes or portfolios

- Leading one or more of the following project phases: procurement, design team management, construction and contract management, project management and/or operational asset management
- Recent experience of implementing sustainable, social and environmental management initiatives in project procurement and delivery is desirable.
- Management of project budgets
- Recent experience working with major forms of public sector contracts
- Project Team Leader experience, especially in leading and directing external advisors
- Project management qualification
- Knowledge of the FET sector
- Excellent team leadership and project management skills.
- Excellent collaboration and stakeholder management skills.
- Highly innovative with strong analytical and decision-making skills.
- Excellent communications (written, oral and presentation) skills.
- Promotes the highest standards of ethics and integrity.
- Promotes a culture of learning, development and high performance.