

Role Specification

Title: Assistant Manager- Green Skills
Grade: 7
Unit: Construction, Quality & Green Skills Unit
Reporting to: Director of Construction, Quality and Green Skills
Ref: 394

Role Summary

SOLAS is now seeking to recruit a Green Skills Assistant Manager within the Construction, Quality & Green Skills Unit. The successful individual will have broad relevant experience at the appropriate level within an educational and statutory setting with emphasis on policy development, stakeholder management and strategy implementation. The successful candidate must be flexible, positive and enthusiastic and able to demonstrate relevant achievements in their career to date. They will support the effective oversight and responsibility of the delivery of SOLAS' Green Skills-related services in line with the SOLAS FET Strategy 2020-2024, The Climate Action Plan 2021 (and ongoing), Skills for Zero Carbon 2021 and the European Green Deal 2019.

Key Tasks/Responsibilities:

- Work with IT/SLMRU to identify solutions for upcoming Green Skills provision capture
- Manage Green Skills data through PLSS, Tableau and other systems and communicate data to DFHERIS as required
- Respond to Parliamentary Questions on Green Skills provision
- Produce written reports/status updates for internal/external stakeholders (i.e. DFHERIS/ the SOLAS Board)
- Manage a Green Skills communications campaign and arrange events aimed at highlighting Green Skills within the FET sector
- Support the implementation of the “Green Skills for FET 2021-2030 Roadmap” through leading, collaborating and supporting ETBs/EBTI/SOLAS where required
- Identify areas of innovative practice within the Green Economy and propose recommendations for the FET Sector
- Work with the Systems Funding/Finance Units to create financial reporting mechanisms for Green Skills provision
- Represent SOLAS on the FET Green Skills Advisory Committee and any other groups as appropriate
- Work with various government departments (Dept of Further and Higher Education, Innovation & Science, Dept of Employment Affairs & Social Protection etc.) to coordinate recruitment initiatives to meet Housing for All 2021 objectives

- Provide strategic leadership, vision, and direction in the management of the team, working effectively with peers, external colleagues, departments, and other relevant funded bodies
- Ensure compliance with public procurement policy, data protection and governance practices and implement the performance management system for all direct reports

Requirements:

Essential:

- Higher or further education and training qualification or equivalent experience
- A minimum of 3 to 5 years experience in a related area (HE or FE) within a complex organisation
- Ability in relating effectively with a diverse range of people internally and externally to the organisation, including government departments, Board members and staff representatives
- Excellent leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals and teams
- Proven track record of developing, driving, and delivering projects
- Familiarity with or have the capacity to quickly acquire a good working knowledge of SOLAS's wide range of responsibilities, strategic objectives for both SOLAS and the wider FET system
- Excellent written and spoken communications skills, as well as a working familiarity with information technology