



Role Specification

Title:	Project Officer - Engineering Family of Trades (Temporary, 2 Year Contract)
Grade:	8
Unit:	Apprenticeship Services - Delivery (Craft Apprenticeship)
Reporting to:	Assistant Manager
Ref:	363

Role Summary

SOLAS works in close collaboration with Further and Higher Education Institutions across Ireland on provision of high-quality education and training, equipping apprentices/learners with relevant skills and knowledge, and providing a pipeline of talent into employment and to the Irish economy and society.

SOLAS has statutory responsibility for the administration of the national apprenticeship system. Apprenticeship is a major part of skills development policy and is targeted to expand significantly over the coming years.

The successful person must have experience in developing curricula and assessments. Hold a national craft qualification or equivalent award in an **Engineering Family of Trade**:

- **Metal Fabrication**
- **Sheet Metal Working**
- **Industrial Insulation**
- **Mechanical Automation and Maintenance Fitting (MAMF)**
- **Toolmaking**

The role involves developing training content and assessment across a variety of Engineering trades, a qualification in one to the trades outlined above is essential, experience within an allied trade would be advantageous.

Key Tasks and Responsibilities

- Manage the development of curriculum and assessment as per quality procedure/s
- Conduct periodic review/s of curriculum and assessment/s in accordance with SOLAS specifications and guidelines
- Engage with stakeholder group/s in the review and development of curriculum and assessment/s

- Develop and advise on individual assessment instruments to comply with SOLAS design specifications, QQI and assessment schedule/s
- Complete assessments as required within apprenticeship craft/family and across apprenticeship as necessary
- Collaborate with technical/ training specialists / instructors / lecturers and management to achieve agreement on the design of appropriate assessment items and assessment strategies for SOLAS programmes
- Evaluate and verify assessment design including assessment process, content, marking criteria and grading system
- Proofread and submit documentation in the agreed format
- Conduct analysis on assessment performance and stakeholder engagement and generate reports as required.
- Undertake any other projects/tasks as required by Apprenticeship Unit
- Undertake professional and personal development when requested by Manager or Assistant Manager

Essential Requirements:

- An NFQ/QQI qualification in National Craft, or equivalent award in an Engineering Family of Trade:
 - Metal Fabrication
 - Sheet Metal Working
 - Industrial Insulation
 - Mechanical Automation and Maintenance Fitting (MAMF)
 - Toolmaking
- Experience in curricula and assessment design
- Strong report writing skills
- IT skills
- Excellent time management skills
- Excellent communication skills