



Role Specification

<u>Title:</u>	Project Officer - Motor Family of Trades (Temporary, 2 Year Contract)
<u>Grade:</u>	8
<u>Unit:</u>	Apprenticeship Services - Delivery (Craft Apprenticeship)
<u>Reporting to:</u>	Assistant Manager
<u>Ref:</u>	362

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 a **Motor Family of Trade**:

- **Heavy Vehicle Mechanics**
- **Motor Mechanics**
- **Agricultural Mechanics**
- **Construction Plant Fitting**
- **Vehicle Body Repair**

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

Key Tasks and Responsibilities

- National craft qualification or equivalent award in a Motor Family of Trade:
 - Heavy Vehicle Mechanics
 - Motor Mechanics
 - Agricultural Mechanics
 - Construction Plant Fitting
 - Vehicle Body Repair
- 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:

- National craft qualification or equivalent award in a Motor Family of Trade:
 - Heavy Vehicle Mechanics
 - Motor Mechanics
 - Agricultural Mechanics
 - Construction Plant Fitting
 - Vehicle Body Repair
- Experience in curricula and assessment design
- Strong report writing skills
- IT skills
- Excellent time management skills
- Excellent communication skills