



Title of Position: Assistant Manager, Capital
Reporting to: Manager, Apprenticeship Operations
Office: SOLAS
Location: Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Reference: 609
Closing date: 30 March 2026

This role is based in the National Apprenticeship Office and will lead the unit in implementation of actions in the Action Plan relating to the strategic development of system capacity through capital. It will involve taking the lead on various capital related tasks and projects to support the growth and maintenance of the apprenticeship system. This postholder will support the planning, delivery and operation of capital projects for all apprenticeships. The main focus of this role will be to project manage the apprenticeship capital investment programme for the National Apprenticeship Office. The postholder will ensure operational excellence by performing managerial tasks, such as continuing to develop, implement and maintain capital funding processes with adherence to the infrastructure guidelines both internally and externally with key stakeholders.

The successful candidate will be expected to demonstrate strong project management skills and have experience in procurement methodology and delivery of multi stakeholder projects. The ability to engage with a wide range of stakeholders and counterparties at all levels and to lead and develop relationships are also key aspects of the role.

The Assistant Manager, Capital will:

- Manage and support the planning, delivery and operation of apprenticeship capital projects to develop a capacity development strategy.
- Support the approval and delivery of targeted apprentice training facilities to expand apprenticeship capacity in collaboration with the SOLAS FET College of the Future team.
- Manage, where appropriate, the Approval Gate process in line with the Infrastructure Guidelines, Capital Works Management Framework and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).
- Provide oversight of, and support to, ETBs through the design, planning, procurement and delivery of apprenticeship capital project resources.
- Liaise closely with the SOLAS FET College of the Future Unit, ETB's, HEA and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) on the development of capital plans for apprenticeship.
- Develop the programme and project corporate governance structures in partnership with DFHERIS and SOLAS ensuring clarity of roles and responsibilities between stakeholders.

- Lead the internal team members working on policy, templates, processes, costings and reporting as necessary during projects or in response to PQs.
- Develop lean internal project and programme management structures and processes.
- The successful applicant will work closely with internal colleagues in SOLAS particularly, the Manager with responsibility for system capacity and planning.
- Attend 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.
- Create and manage stakeholder relationships and ensure that the integrity and reputation of SOLAS is held in high regard.
- Prepare and coordinate regular spending and output progress reports, recommendations, board papers and presentations.
- Active monitoring and reporting on programme budgets, costs and progress against schedule.
- Carry out any other duties deemed appropriate for the position by the Director.

Requirements

- Minimum of 3 years' experience in a capital estates role and ideally within further education sector/ tertiary education system in Ireland
- Knowledge of Capital Works Management Framework and the Infrastructure Guidelines.
- Experience in managing programmes and other operational schemes.
- Knowledge of the apprenticeship system
- Strong organisational skills, capable of providing strategic input to programme planning and implementation for informed decision making
- Proven track record on attention to detail and accuracy in analysis and reporting.
- Excellent written and verbal communication skills, including ability to present information clearly, concisely, and confidently when speaking, and excellent report writing skills.
- Strong IT skills and experience of working with social media and web content management and analytical tools.
- Excellent interpersonal skills
- Strong team player, who supports and collaborates with colleagues to achieve organisational goals
- Ability to work well under pressure on multiple tasks and to achieve deadlines.
- Experience in coordinating surveys and other feedback mechanisms
- Ability to work well under pressure on multiple tasks and to achieve deadlines
- Proven ability to work on own initiative and deliver assigned goals and tasks
- Relevant project management qualification(s) and/or minimum 3 years relevant project management experience.
- Track record in working effectively with a broad base of project stakeholders
- Experience in effectively facilitating meetings both large and small, online and in-person, as well as gathering and reporting on feedback from meetings and other engagements
- Ability to prioritise and delegate work to ensure timelines are met whilst ensuring quality is achieved.