

## **Role Specification**

<b>Title:</b>	Project Officer
<b>Grade:</b>	08
<b>Unit:</b>	FETOPS Unit (FET Operational Planning Support)
<b>Ref:</b>	357

### **Overview**

SOLAS has responsibility for providing strategic leadership to the further education and training sector and to implement a significant transformation programme to deliver 21<sup>st</sup> century high quality education and training programmes to a diverse range of jobseekers and other learners. SOLAS is charged with a range of responsibilities including:

- Supporting the development and implementation of the further education and training strategy
- Funding of the further education and training (FET) system to maximise the impact of state investment
- Overseeing the development and implementation of the Strategic Performance Agreements between SOLAS and each Education and Training Board (ETB) which set out 3 year plans to further embed a strategic and integrated FET system
- Statutory responsibility for the apprenticeship system
- Analysing the labour market and identifying and anticipating key skills needs, and
- Promoting the standing of Further Education and Training

### **Role Summary**

To assist in the development, maintenance and support of systems and processes relating to FET Operational Planning Support. Work with internal and external stakeholders in capturing, collating, analysing and reporting on data.

### **Key Tasks/Responsibilities**

- Assist with and provide support for the planning and reporting on FET Provision and related activities.
- Support the implementation and maintenance of a business process for the management of the reporting function to ensure reports developed or generated meet quality standards.

- Assist with the development of short, medium and long-term plans to address data capture, transfer, analysis and reporting in regard to current and future requirements of SOLAS with particular focus on the remit of the FET Operational Planning Support Unit (FETOPS).
- Support the development of internal and external linkages, where feasible lever existing systems to capture and transfer data required; for FET planning, funding allocations and reporting.
- Assist with the development and implementation of a business process and protocols for the development and maintenance of report portal for access by relevant internal SOLAS users.
- Collaborate with colleagues and stakeholders to support the implementation of the FET Strategy
- Assess reporting results through data investigation, analysis, and evaluation.
- Generate infographics using Tableau, or other software programmes.
- Maintain a quality focus regarding own work and that of the Unit
- Represent the Unit at meetings as necessary
- Be flexible / adaptable to work practices and change
- Any other duties which may be specified from time to time

## **Requirements**

### **Essential**

- Excellent knowledge of and experience working with Microsoft SQL server / TSQL.
- Ideally have significant experience in computer database management, programming, or software development.
- Strong communication skills with the candidate being able to demonstrate experience in report writing and presentations.
- Strong quality focus on own work, outputs and good attention to detail
- Self-starter capable of working on own initiative

### **Desirable**

- Excellent knowledge of R or STATA or Python programming for linking and analysing large datasets
- Experience in working with data management tools
- Previous evidence of building bespoke reporting applications using Business Intelligence and Data Visualisation tools like Tableau, etc.

### **Education**

- At least level 8 degree in Data Analytics, Statistics, Data Science, computer science, or economics.