



Title: Manager, Safe Pass Operations
Grade: Grade 6
Reporting: Director of Construction, Quality, Green Skills
Ref: 472

The Role:

SOLAS is now seeking to recruit a Manager for its Safe Pass Operations Unit. Reporting to the Director of Construction, Quality, Green Skills. The successful candidate will have broad relevant experience at the appropriate level within an educational and statutory setting, with an emphasis on developing operations' strategies, stakeholder management, programme delivery, Quality operations, standards development at a national level, and change management. The successful candidate must be flexible, positive, enthusiastic, and able to demonstrate relevant achievements in their career to date.

S/he will also support SOLAS to devise and implement the future Construction/Green Skills required to advance the Government's Housing for All and Climate Action plans.

Key Responsibilities

- Deliver Safe Pass operations in-line with the SOLAS business plan, service level agreements and key performance indicators.
- Provide leadership and development to the team through effective direction, delegation, knowledge leadership and coaching to ensure all staff members can achieve their required performance standards, have a focus on continuous improvement and meet their own job enrichment/development objectives.
- Lead the design and implementation of Safe Pass reforms with the Construction Licensing Authority, the National Construction Campus Mount Lucas, Education Training Boards, and Construction industry stakeholders.
- Prepare annual budgets and fee schedules for Safe Pass operations.
- Manage Safe Pass expenditure and contracts with third party suppliers.
- Development of next generation Safe Pass programmes, curriculum, assessments and advance the use of technology to deliver the Safe Pass programme nationally.
- Manage and monitor external contractors, consultants, and supplier frameworks involved with the delivery of Safe Pass programmes.
- Ownership of the Safe Pass quality system.
- Manage workload and work queues, prioritising tasks to meet both external and internal deadlines, turnaround times and service standards whilst maintaining appropriate quality standards.
- Champion, promote and participate in the implementation of change.
- Contribute to continuous improvement/modernisation of Safe Pass operations and propose recommendations to enhance systems and processes.
- Ownership of internal and external audit and follow-up actions.
- Effective and influential engagement with a wide range of key senior-level stakeholders critical to the success of Safe Pass operations.
- Develop a communications and branding campaign to raise awareness of Safe Pass Operations.
- Ensure compliance with public procurement policy, data protection and governance practices.
- Implement the performance management system for all direct reports and ensure onward cascading, contributing strongly to an overall SOLAS high performance culture.
- Perform such other duties as may be assigned from time to time including deputising for the Director.

Essential Skills, Qualifications and Experience:

- Minimum of three (3) years management experience in senior level operational position to include delivering national programmes.
- Ability to relate effectively with a diverse range of people internally and externally to the organisation, including education and training boards, government departments, Board members, and agencies and organisations at all levels.
- Excellent leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals as well as own teams.
- Proven track record of developing, driving, and delivering implementation plans.
- Outstanding written and spoken communications skills, as well as an excellent grasp of information technology.
- Advanced abilities in reporting, analysis, and interpretation of national system outcomes and overall performance
- Third level Degree in a relevant discipline.

Please Note

Candidates should be aware that this role will require travel, to include overnights away from the individual's base.