



Is seeking to recruit a Director of ICT & Digital.

**Title of Position:** Director of ICT & Digital (Grade 4)  
**Office:** SOLAS  
**Location:** Block 1, Castleforbes House, Castleforbes Road, Dublin 1.  
**Reference:** 291

## Background

**SOLAS** (An tSeirbhís Oideachais Leanúnaigh agus Scileanna) is the Further Education and Training Authority of Ireland and is responsible for funding, planning and coordinating training and further education programmes. The general functions of SOLAS are set out in the Education and Training Act, 2013 see <http://www.irishstatutebook.ie/2013/en/act/pub/0025/index.html> for the full text of the Act.

## Job Purpose

SOLAS is now seeking to recruit a Director of Information & Communications Technology (ICT) & Digital. Reporting directly to the Assistant Chief Executive – Support, the Director of ICT & Digital will have broad relevant work experience at a senior level, leading the IT function in a complex organisation and a record of continuous development, improvement and innovation. The successful candidate must be flexible, positive and enthusiastic and able to demonstrate an outstanding record of achievement in their career to date. They will have ownership of organisational data quality, security and systems and will identify and lead on the SOLAS Digital Transformation agenda. They will also focus on achieving consistency, quality and protection of SOLAS systems and data and will have knowledge of the strategic role of SOLAS within the development of national policy.

## Key Responsibilities and functions

- Lead, direct and oversee the ICT function including the management and continuous operation of systems, network, data-base architecture and data security.
- Ensure the delivery of the ICT Strategy for SOLAS and act as lead contributor to Digital Transformation agenda across the Further Education and Training (FET) sector.
- Lead and manage planning, scheduling, monitoring and progress reporting for the infrastructure and business support systems.
- Demonstrate strong leadership and management skills in leading an effective, high-performing internal team and in supporting the Assistant Chief Executive - Support as well as other Executive Directors and the CEO of SOLAS as required.
- Oversee the digital and ICT related expenditure with responsibility for the management of the SOLAS ICT budget, while contributing to identifying future resource requirements for large scale change projects.
- Compliance with public procurement policy including liaison with the Digital Government Oversight Unit (DGOU).
- Ensure continued compliance with data governance practices and technology issues including compliance on regulatory requirements with The General Data Protection Regulation (GDPR).
- Oversee and direct the SOLAS Business Continuity planning process, including integration of best-in-class toolsets to support the evolving hybrid working environment.

- As a member of the senior leadership team, to contribute to the successful achievement of SOLAS' strategic goals and objectives in collaboration with other business units.
- Providing strategic leadership, vision and direction in the management of SOLAS' ICT team, working effectively with peers, external colleagues, departments and other relevant funded bodies.
- Ensure that the operations assigned are consistent with overall national and organisational policies.
- Ensure that the assets and reputation of the organisation are properly protected.
- Perform such other duties as may be assigned from time to time.

### **Key Skills, Qualifications and Experience**

- A minimum of 3 to 5 years senior management experience and knowledge of the ICT function within a complex organisation.
- A deep understanding of information technology solutions and strategic trends.
- Experience and proven ability to analyse and improve existing or planned business processes including by using technical solutions.
- Proven ICT leadership in delivering innovative and improved outcomes via online service delivery methods.
- Ability to build effective working relationships both internally and externally and have demonstrable skill in persuading and influencing at executive level.
- Proven ability to build and develop capability and capacity across the ICT function.
- Demonstrated achievement in the development, delivery and execution of an in-house generated bespoke system(s).
- Excellent leadership, negotiation and influencing skills with the ability to motivate, challenge and engage individuals and teams.
- Familiarity with or have the capacity to acquire quickly a good working knowledge of SOLAS's wide range of responsibilities, strategic objectives for both SOLAS and the wider FET system.
- Excellent written and spoken communications skills, as well as a working familiarity with information technology.
- A qualification at Level 8 on the NFQ major award (i.e. Honours degree), or higher, in a computing, computational discipline or other discipline relevant to this role is desirable.

### **Core competencies:**

At Director level (Grade4) it is expected that the person would have an advanced or expert level skill in the practice or implementation of these competencies. Persons would be able to independently perform tasks which require these competencies and would be able to support and mentor others in their application.

- **Leadership**  
Inspiring and energising self and others to achieve personal and organisational success.
- **Developing Self and Others**  
Finding ways to keep skills current and maintain up-to-date knowledge of specific and broad-range topics; providing development opportunities to others and taking ownership for own learning and others.
- **Results Focused and Business Aware**  
Maintaining a focus on the important issues to achieve and improve results and awareness of and applying sound business principles and effective operational practices to drive successful outcomes.
- **Learner & Stakeholder Focus**  
Maintaining learner/stakeholder focus, understanding their needs, providing realistic commitments and taking responsibility for delivering on those commitments.
- **Communication**  
Exchanging information and ideas with others to promote effective discussion and decision making; promoting two-way communication. Lead change across the functional areas of your business responsibilities.

- **Thinking Big**

Scans the economic, academic, business and the technical environment particularly the Digital Agenda to spot opportunities and to plan for future needs. Ability to select and apply contemporary forms of technology to solve problems and compile information to support SOLAS's strategic initiatives. Demonstrates awareness of new ways in which individuals can use technologies particularly in a hybrid working environment.

**SOLAS TRIBE Values:**

**The successful candidate will espouse the SOLAS values in all aspects of their work**

- **Transparent:** *We are Transparent, Accountable and Work with Integrity*
- **Respectful:** *We Respect and Value our People*
- **Innovative:** *We Think Big and Encourage Innovation*
- **Brave:** *We are underpinned by Trust, Support and a Shared Purpose*
- **Effective:** *We maximise value through our Professionalism and Efficiency*

The current salary scale is **€89,072 to €109,547 per annum** inclusive of two long service increments. Entry salary will be subject to public service regulations.

**Applications must be made by submitting comprehensive Curriculum Vitae showing your relevant achievements and experience in your career to date. A short letter of application or personal statement (no more than 2 pages) should accompany your CV, outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the post of Director of Information & Communications Technology (ICT).**

**Applications must be submitted through [recruitment@solas.ie](mailto:recruitment@solas.ie) with the relevant documentation attached quoting reference number 291.**

SOLAS is an equal opportunities employer. Canvassing will disqualify.