

Role Specification

Title:	Assistant Manager
Grade:	7
Unit:	Systems Performance
Reporting to:	Manager, Systems Performance
Location:	SOLAS, Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Reference:	624

Closing date for submissions of SOLAS Application forms is Tuesday, 16 June 2026.

SOLAS is the state agency responsible for Further Education and Training (FET) in Ireland. SOLAS oversees the building of a world class Further Education and Training (FET) sector in Ireland, developing skills to fuel Ireland's future. We drive the responsiveness, innovation, transformation, sustainability and success of the FET and apprenticeship systems. We do this by setting strategy, channeling investment, leading implementation, and ensuring accountability across FET providers, with an overriding focus on the needs of their learners and apprentices. Our vision is to empower the potential of individuals, communities and enterprise through lifelong learning and workforce transformation.

Role Overview:

The Assistant Manager – System Performance will play a key role in establishing and monitoring the performance of the FET system according to a pre-determined set of objectives designed to deliver on implementation of the FET Strategy, 'Creating Futures'. Operating within the System Performance team, this is a broad role requiring knowledge and experience of the tertiary sector, research, project implementation, monitoring and evaluation and stakeholder engagement. This is a strategic position and would suit a person who likes to take initiative, can manage shifting priorities, and can think outside the box. The successful candidate will be open to new ideas and willing to take on new projects with enthusiasm, as they arise.

Key Tasks and Responsibilities

- Support system-level performance improvement through developing 5-year Strategic Performance Agreements between SOLAS and the Education and Training Boards (ETBs). This will be advanced by working with the System Performance Team, to bring to completion, the design of 16 Strategic Performance Agreements between SOLAS and the ETBs.
- Monitor and measure system performance to provide updates on progress in achievement of targets, to Government Departments, SOLAS Business Units and the SOLAS Board.
- Ensure that findings and recommendations from SOLAS research reports on FET provision are advanced.
- Establishing and leading a project in partnership with the OECD focused on demonstrating the impact of FET.
- Using data provided by the Data Analytics Unit in SOLAS, the SLMRU and other external data sources to inform FET Performance.
- Maintain strong governance, compliance and reporting standards in line with

national and organisational requirements.

- Systematic monitoring of performance data from Tableau and annual impact reports from ETBs; analysing the information to draw conclusions.
- Assist the Manager of System Performance to establish systems to keep abreast of ETB funding and Data Analytics information with a view to creating greater synergy between funding, provision and performance.
- Report on ETB planning, budgeting, financial management, FET provision and performance altogether, providing a 360-degree view of ETB activity.
- Produce well-structured clear reports, dashboards and briefings for senior leadership on the progress of FET system objectives.
- Research and collect data from various sources (databases, surveys, interviews) and analysing it to identify trends, patterns, and insights to support the wider responsibilities of the system performance team.
- Ensure learning from the OECD-SOLAS project is captured, synthesised and shared through structured knowledge-management processes.
- Navigate the FET sector through a set of new national guidelines for the delivery of ESOL in Education and Training Boards.
- Responsibility for progressing recommendations, from research undertaken by SOLAS into 'Specialist Training Provision' for persons with a disability in partnership with the sector.
- Manage professional relationships with a wide range of key stakeholders critical to the success of the National FET Strategy and the SOLAS and ETB Strategic Performance Agreements 2026-2030.
- Work with the team on stakeholder engagement with key organisations and agencies, including the Department for Further and Higher Education, Research, Innovation and Science, the Education and Training Boards, Department for Social Protection, Qualification and Quality Ireland, and other agencies and departments as required.
- Representing SOLAS as requested on external working/advisory groups and education and policy-oriented fora.
- Co-ordinate and draft responses to PQs, Representations, media queries etc., in a prompt and timely manner.
- Carry out other duties appropriate to this post that may be assigned from time to time.

Requirements:

Essential:

- A relevant third-level qualification at NFQ Level 8 such as Public Administration, Further Education and Training, or significant work experience in a similar field.
- A minimum of 3 years' experience in a role requiring leadership and strategic capabilities aligned with the responsibilities of this role.
- Demonstrated ability to work both independently and collaboratively as part of a team to achieve strategic objectives.
- Proven experience of analysing data, monitoring performance, and utilising dashboards.
- Demonstrated experience of project management, including planning, prioritising competing demands, tracking progress, and delivering outputs to deadlines.
- Ability to engage and collaborate effectively with internal and external stakeholders, including building productive working relationships across the FET sector.
- Demonstrated ability to draft high-quality written material including reports, briefings, submissions, responses or recommendations for senior management or other stakeholders.
- Strong organisational skills, including the ability to manage multiple projects, exercise sound judgement, and deliver results in a changing environment.
- Proficiency in relevant digital tools, including data analysis/reporting tools and Microsoft Office applications.

- A track record in collaborating across teams to support delivery and organisational learning.

Desirable:

- Evidence of committing to continuous learning and professional development
- Experience of working in the Further Education and Training sector
- Knowledge of governance, accountability, and compliance requirements in a public sector or similarly regulated environment.
- Experience working with administrative data, Tableau dashboards, survey data, or other datasets.
- Experience of contributing to research, policy analysis, or evidence-based recommendations.
- Experience of preparing material for Boards, senior leadership, ministerial briefings, parliamentary questions, representations, or media responses.