



## Role Specification

<b>Post:</b>	Assistant Manager (Temporary, 2 years)
<b>Grade:</b>	7
<b>Unit:</b>	Construction Quality & Green Skills Unit
<b>Reporting to:</b>	Manager, Construction Skills Unit, SOLAS
<b>Location:</b>	Block 1, Castleforbes House, Castleforbes Road, Dublin 1
<b>Reference:</b>	403

### The Role

SOLAS is recruiting a temporary (2 years) Assistant Manager to support continuous service improvement and drive excellence within the Construction Services Unit. This unit supports the delivery of Government policy objectives relevant to the Construction and Quarrying sectors.

The Assistant Manager will play a key role in delivering on national policy and the related targets and goals for the construction and quarrying sectors, and for further education and training in Ireland. They will work closely with internal colleagues in SOLAS, and with stakeholders in industry and further education and training. The details of goals and targets are set out in policy and strategy documents that include the Further Education and Training Strategy 2020- 2024, the National Skills Strategy 2025; Housing for All, and the current Programme for Government.

The successful applicant will have broad relevant experience at the appropriate level, with an emphasis on project management, construction programme delivery, stakeholder management, and a track record in driving continuous service improvement and innovation. The successful candidate must be positive and enthusiastic, flexible, and able to demonstrate relevant achievements in their career to date.

### Key Responsibilities

1. Relationship management with key internal and external stakeholders and customers.
2. Contract management of outsourced contractors, including monitoring and reporting services, and subject matter experts.
3. Lead on the reforms of the Construction Skills Certification Scheme and Quarrying Skills Certification Scheme
4. Support the introduction of the Construction Licensing Authority.
5. Support with Senior Management the future skills training requirements in support of the Housing for All Action plan.
6. Management of service level agreements with training/assessment providers, and quality assurance providers.

7. Plan, organise, and deliver key projects, including procurement arrangements, within tight timelines.
8. Coordinate recognition of prior qualifications service for EU and “third country” nationals.
9. Lead the development and improvement of unit business processes including automation of processes where appropriate.
10. Identify and develop partnership arrangements to support extended services.
11. Undertake research and data collection and communicate findings to meet the needs of various stakeholder groups.
12. Respond to PQ and audit queries regarding Construction Skills programmes and their participants.
13. Oversee the application and renewal process for all approved training organisations and approved tutors.
14. Manage the legislative change process for Construction, ensuring SOLAS develops revised standards for the Construction industry.
15. Responsible for participating in and responding to internal \ external or industry related audits.
16. That the Performance Development Process is implemented for each reporting staff member.
17. Any other duties that may be assigned by the Construction Services Unit Manager.

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

### **Minimum:**

- Project Management/leadership experience
- Previous experience as a team lead, supervisor, or manager
- Effective interpersonal and networking skills
- Experience of customer-focused operational service delivery in a learning or training environment
- Proven ability to identify needs and effectively communicate service requirements to internal and external stakeholders
- Quality assuring training/assessment documentation
- Proven delivery of project and/or business objectives against targets and/or KPIs
- Research and report writing skills
- Ability to use MS Office suite of software to effectively communicate in a variety of formats to different audiences.