

Role Specification

Title:	Project Officer (Permanent Position)
Grade:	8
Unit:	Apprenticeship Services - Delivery (Craft Apprenticeship)
Reporting to:	Assistant Manager
Ref:	434

Role Summary

SOLAS works in close collaboration with Further and Higher Education Institutions across Ireland on provision of high-quality education and training, equipping apprentices/learners with relevant skills and knowledge, and providing a pipeline of talent into employment and to the Irish economy and society. SOLAS has statutory responsibility for the administration of the national apprenticeship system. Apprenticeship is a major part of skills development policy and is targeted to expand significantly over the coming years.

Key Task/Responsibilities

- Manage the development of curriculum and assessment as per quality procedure/s
- Conduct periodic review/s of curriculum and assessment/s in accordance with SOLAS specifications and guidelines
- Engage with stakeholder group/s in the review and development of curriculum and assessment/s
- Develop and advise on individual assessment instruments to comply with SOLAS design specifications, QQI and assessment schedule/s
- Complete assessments as required within apprenticeship craft/family and across apprenticeship as necessary
- Collaborate with technical/ training specialists / instructors / lecturers and management to achieve agreement on the design of appropriate assessment items and assessment strategies for SOLAS programmes
- Evaluate and verify assessment design including assessment process, content, marking criteria and grading system
- Proofread and submit documentation in the agreed format
- Conduct analysis on assessment performance and stakeholder engagement and generate reports as required.
- Undertake any other projects/tasks as required by Apprenticeship Unit
- Undertake professional and personal development when requested by Manager or Assistant Manager

Essential Requirements:

- At least 3 years' experience in education and training
- Experience in curricula and assessment design
- Excellent verbal and written communication skills, including ability to present information clearly, concisely, and confidently
- Proficient in MS Office software: Word, Excel, PowerPoint
- Strong interpersonal skills and experience
- Strong team player, who supports and collaborates with colleagues to achieve organisational goals
- Ability to lead, present and facilitate meetings

- Ability to work well under pressure on multiple tasks and to achieve deadlines
- Proven ability to work on own initiative and deliver assigned goals and tasks.
- Proactively seeks to keep abreast of changes in their field.

Desirable Requirements:

- An NFQ/QQI qualification in National Craft, or equivalent award in an apprenticeship Family of Trades:
 - Electrical
 - Construction
 - Engineering
 - Motor
- A qualification in further education and training, teaching, and learning or equivalent

Key competencies for the role

- Leadership
- Communication
- Results Focused and Business Aware
- Developing Self and Others
- Learner and Stakeholder Focus
- Thinking Big