

Role Specification

Post: Assistant Manager – Craft Apprenticeship

Grade: 7

Unit: Apprenticeship

Reporting to: Manager, Craft Apprenticeship

Role Summary: SOLAS is recruiting a suitable candidate at Assistant Manager (Grade 7) level and will involve taking the lead on specific tasks within craft apprenticeship to support the Manager Craft Apprenticeship. The person will ensure operational excellence by performing managerial tasks, such as continue to develop, implement, and maintain a Quality Management System both internally and externally with our collaborating providers.

Agree, manage, and coordinate the development process, incorporating feedback from stakeholders to ensure user centered solutions which add value to the unit, the apprenticeship service which are aligned to a clear strategic development roadmap.

Drive the implementation of the employee performance and development process and overseeing the electronic Parliamentary Question System (ePQ). The role will also focus on managing the Apprenticeship Incentivisation Scheme through to completion.

The successful applicant will lead on this brief, working closely with internal colleagues in SOLAS and with external partners.

Key Tasks/Responsibilities

- Oversee the implementation of the Apprenticeship Incentivisation Scheme – AIS
- Generate weekly and monthly AIS statistical reports for management and the department
- Liaise with internal units on matters relating to craft apprenticeship
- Oversee the management of the electronic Parliamentary Question System
- Communicate and liaise with employers and apprentices
- Enhance the database information held via the National Register of Apprentices and the databases of employers
- Support administration of periodic surveys and other feedback mechanisms with apprentices and employers
- Develop, implement, and maintain a Quality Management System
- Facilitate quality management system training

- Ability to understand, map and suggest changes to business processes and IT systems for continuous improvement
- Effectively manage and liaise with SOLAS collaborating provider/s on all quality matters
- Ensure staff performance and development reviews are implemented
- Undertake any other duties appropriate to this post that may be assigned from time to time

Requirements:

Essential:

- Relevant third level qualification or equivalent knowledge gained through work experience
- 2+ years' experience managing a team
- Experience implementing quality policies and procedures
- Demonstrated experience of leading and implementing projects
- Critical thinking ability with capacity to find creative solutions to existing problems
- Strong written and verbal communication skills
- Strong evaluation, synthesis and report writing skills
- Ability to interact and network with a diverse range of stakeholders and represent your organization

Desirable:

- Good knowledge of SOLAS operations
- Qualification in Higher or Further Education
- 2+ years of quality management experience