

<b>Role Specification</b>
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<b>Title:</b>	<b>Project Officer</b>
<b>Grade:</b>	<b>8</b>
<b>Unit:</b>	<b>FET Planning and Grant Assurance</b>
<b>Reporting to:</b>	<b>Manager/Assistant Manager</b>

### **Role Summary**

SOLAS are recruiting Project Officers to join the System Funding and Performance team with responsibility for supporting Further Education and Training (FET) planning, funding and investment assurance. The successful applicants will be key members of FET Planning and Grant Assurance team and will assist and support the Unit's operational and administrative functions and contribute in a positive manner to the performance of the unit.

### **Key Tasks/Responsibilities**

- Support the FET planning, funding and investment assurance work of the unit.
- Provide support to the rollout of the FET Funding Model, working closely with internal colleagues and external stakeholders.
- Assist with collection and analysis of funding records, evaluations, and datasets to support the goals and work of the unit.
- Assist in the development, upgrade and implementation of existing processes and procedures to support the work of the unit.
- Research, collate, analyse qualitative and quantitative data, with a view to producing high quality written reports.
- Draft responses to PQs and other requests for information.
- Build, engage with and maintain effective internal and external relationships with internal and external stakeholders.
- Support the development of strategic frameworks and initiatives and engagement with key stakeholders.
- Foster the development of communication and teamwork at all levels of the organisation.
- Be flexible / adaptable in their approach to work, embrace change and adapt work practices accordingly.
- Undertake such other duties and responsibilities as assigned from time to time.

**Essential**

- A minimum of 2 years experience in the financial administration, analysis, monitoring and reporting of expenditure and the return on investment of grants and budgets for FET funding or equivalent.
- Excellent IT skills (Microsoft Office) including specific and detailed knowledge and with a recognised qualification in the use of Excel or demonstrated evidence of equivalent experience.
- Relevant third level qualification or equivalent knowledge gained through work experience.
- Proven evidence of the application of analytical skills to evaluate, interpret and solve complex problems using multiple sources of information.
- Proven experience of dealing with multiple demands and competing priorities and meeting tight deadlines.
- Excellent written English communications skills, including experience in analysis, editing and report writing.
- Excellent organisational skills to plan, manage and prioritise a varied workload and meet deadlines.
- Ability to innovate and develop new processes / initiatives, with the capacity to understand, review and update existing processes.
- Familiarity with FET provision and data.
- A strong quality focus regarding their own work, outputs and good attention to detail.
- Self-starter capable of working on their own initiative and to motivate others.
- Recognized ability to develop and maintain effective relationships with a diverse range of internal and external stakeholders.
- Proven ability to work in a team environment and contribute to the achievement of team goals.

**Desirable**

- A recognised financial/accounting qualification or significant progress towards achieving one.
- Knowledge of public sector financial procedures and circulars.
- Some experience liaising with auditors regarding all aspects of financial and control assessment.