

Role Specification

Title:	Project Assistant (Temporary)
Grade:	10
Unit:	Construction Service
Reporting to:	Manager
Ref:	359

Role Summary:

To assist in the operation and administration of the Construction Services Unit

Key Tasks/Responsibilities:

- Supervise the work of clerical staff assigned to the Construction Services Unit (Safe Pass/CSCS/QSCS).
- Assist with enquiries from Safe Pass Tutors and Approved Training Organisations (ATO's).
- Will engage with and support assigned project objectives and goals.
- Ensure a high level of customer service is maintained in the Unit.
- Maintaining and updating the Safe Pass Tutor Register database and processing of payments relating to programmes.
- Processing applications for Approved Safe Pass Tutors. Manage operational schedules/deadlines.
- Organise and assist in the registration and administration of training programmes and workshops.
- Compile & analyse monthly monitoring activities and prepare and present reports for strategic analysis. Training stakeholders in the proficient use of the SOLAS Card Management System.
- Ensuring Safe Pass Tutors comply with procedures regarding course notification and the timely submission of applications and payments on the SOLAS National Construction Schemes Database (NCSD). Resolve advanced queries from Tutors and Approved Training Organisations relating to Programmes.
- Liaising with Safe Pass tutors and ATOs to ensure compliance with procedures.
- Generate all necessary reports relating to Programmes.
- Scheduling interviews, training programmes and assisting in workshops for existing and new Tutors and ATO Training Managers.
- Maintain financial records for the Construction Services Unit and process purchase orders in keeping with financial procedures.
- Provide secretarial support to stakeholder committees. Assist in the development and implementation of procedures for the Unit.
- Assist in the development and implementation of procedures for Construction Services quality assurance system.
- Other duties as may be specified by Manager of Section from time to time

Quality Assurance Responsibilities:

- Actively support and adhere to QA policies and procedures
- Engage in work in a manner which leads to continuous improvement
- Engage in preventative action where possible to avoid risk to projects

Requirements:

Essential:

- Knowledge and understanding of the CSCS, QSCS and Safe Pass Programmes
- Understanding of Quality Assurance
- Knowledge and understanding of Construction Services computer managementsystems
- Proficient in Microsoft Excel, Word, Powerpoint and knowledge of web based applications (IT databases)
- Leaving Certificate or equivalent
- Experience of administration systems and processes
- Self-starter with good team working skills
- Able to plan, organise and prioritise own workload and meet deadlines
- Ability to assign work to colleagues, supervise colleagues' workloads and deadlines
- Ability to follow instruction
- Flexible working approach
- Willing to rotate and work non-standard hours within the organisation if required
- Ability to meet travel requirements of the post

Desirable:

- Understanding of Project Management
- Level 7 qualification