



Role Specification

Title: Assistant Manager (Construction Training Programme)

Grade: 07X

Unit: Construction Licensing Authority

Reporting to: Director Construction, Quality, Climate Strategy and Skills.

Role Summary:

The Construction Licensing Authority (CLA) is being established by SOLAS to support the implementation of the Construction Safety Licensing Bill. When enacted, the Construction Safety Licensing Bill will provide a new and comprehensive framework for the licensing of construction, quarrying and related activities in Ireland. SOLAS are now seeking to recruit an Assistant Manager to lead the Construction Training Programme Unit. The Construction Training Programme Assistant Manager is responsible for designing, delivering, and overseeing the development of high-quality construction training programmes which support the requirements of the Construction Safety Licensing Bill.

Key Tasks/Responsibilities:

Programme Management & Delivery

- Plan and execute the end-to-end implementation of new construction training programmes, to include commissioning of pilot programmes, programme evaluation, and cost analysis.
- Lead the decommissioning of legacy construction training programmes.
- Develop and own delivery plans, roadmaps, and implementation plans with milestones, resources, and risk controls.
- Coordinate cross-functional functions (Policy, Standards / Assessment, Digital / IT, Comms, Legal and Procurement) to ensure operational readiness.
- Manage training provider onboarding, delivery readiness checks, delivery schedules, and operational changes.
- Ensure programmes align with industry standards, accreditation requirements, and employer needs.
- Monitor learner progress, outcomes, and completion rates, implementing improvements as needed.

Quality Assurance & Compliance

- Develop, implement, and maintain a robust Quality Management System (QMS) aligned with recognised standards.
- Maintain compliance with awarding organisations, regulatory bodies, and health & safety standards.
- Conduct regular quality audits, assessments, and evaluations.
- Ensure training delivery meets internal quality assurance processes.
- Manage documentation, reporting, and record-keeping in line with regulatory requirements.

Stakeholder & Employer Engagement

- Build strong working relationships with training providers, awarding bodies, employers \ industry bodies, unions, and local authorities.
- Lead delivery forums, provider briefings, and change-control processes, resolve issues quickly and escalate where required.
- Negotiate delivery adjustments to meet construction skills needs and market capacity.
- Identify emerging skills needs and collaborate with stakeholders to adapt training construction training provision.
- Represent SOLAS and the proposed Construction Licensing Authority at industry meetings, events, and networking forums.

Risk & Change Management

- Maintain programme risk, issue, dependency and change registers, implement mitigations and contingency plans.
- Lead post-implementation project reviews.

Audit, Monitoring

- Plan, coordinate, and conduct internal audits and quality reviews.
- Support external audits, inspections, and regulatory reviews, including preparation of documentation and coordination of responses.

Operational & Financial Management

- Develop and manage budgets for training programmes.
- Produce written reports \status updates for internal \ external stakeholders.
- Respond to Parliamentary Questions relating to role.
- Represent SOLAS on committees \ groups as appropriate.
- Other duties appropriate to this role which may be assigned by the Director.

Requirements

Essential:

- NFQ level 7 degree in relevant field, or significant level of work equivalent experience.
- 3+ years management experience in a construction, training, or an apprenticeship focused environment.
- Extensive proven experience in training programme design and implementation within the construction or a regulated industry.
- Evidence of strong understanding of construction trades, qualifications, and industry standards.
- Experience working closely with awarding bodies (e.g. QQI, Industry Bodies)
- Evidence of excellent communication, leadership, and stakeholder-engagement skills.
- Track record in working effectively with a broad base of project stakeholders.

Desirable:

- Knowledge of the Irish construction ecosystem (contractor operations, safety, standards).
- Experience in public sector bodies, regulatory bodies, and court-facing case preparation.
- Process improvement certifications (e.g., Lean \ Six Sigma) and \ or project management experience.