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| <b>Post:</b>         | Assistant Manager   |
| <b>Grade:</b>        | 7 (Temporary, 2 years)  |
| <b>Unit:</b>         | Enterprise, Employees and Skills                                |
| <b>Reporting to:</b> | Manager, Enterprise Employees and Skills                        |
| <b>Location:</b>     | SOLAS, Block 1, Castleforbes House, Castleforbes Road, Dublin 1 |
| <b>Reference:</b>    | <b>425</b>  |

### **Role Summary**

SOLAS is seeking to recruit an Assistant Manager on a temporary basis, 2 year, to support projects awarded funding by the Skills to Advance Innovation through Collaboration Fund 2019 and 2021 calls. These projects are led by Education and Training Boards and implemented in conjunction with a wide range of partners. The focus of this role is oversight and monitoring of the performance of the projects to deliver efficient and high value project outcomes- the goal is to achieve a step up in innovation in workforce development by Further Education and Training. A key responsibility is managing the collection, collation and communication of data and insight from these projects to inform the development of the sector's capability to upskill employees and enterprise.

### **Key Responsibilities**

- Develop and manage positive working relationships with key stakeholders, project teams, and enterprise partners
- Research, collect data and provide information to develop and put in place a range of support mechanisms for the innovation process
- Implement communications with internal and external stakeholders, in alignment with the Skills to Advance communications plan, reaching new audiences through concerted measures and campaigns where appropriate
- Develop, design and facilitate innovation exchange and mainstreaming across projects, the FET sector and with a range of stakeholders,
- Develop and monitor reporting mechanisms working closely with project leads to ensure the quality and relevance of data collection, providing support to meet reporting requirements
- Develop and implement monitoring and evaluation toolkits, e.g. templates, guides, reporting dashboards.
- Identify, map and monitor dependencies across projects
- Ensure project controls and performance measures are in place to deliver outcomes while capturing key insights from the innovation process.
- Work with project leads to address and resolve barriers/issues as they arise, while referring appropriately and monitoring risks.
- Present information in a confident, logical, and convincing manner verbally and in writing to support management decisions.
- Manage external vendors providing services to support the Skills to Advance Innovation Through Collaboration Fund projects on behalf of SOLAS.
- Ensure outputs are of high quality and delivered to a high standard, critically assessing processes and procedures for continuous improvement.
- Other responsibilities as may arise relating to the work plan of the Enterprise, Employees and Skills unit.

## **Experience**

### **Essential**

- A relevant Further Education and Training or third level qualification in project management or relevant work experience in this area.
- Proven experience of project management, dealing with multiple demands and competing priorities and meeting tight deadlines.
- Demonstrated ability to establish productive and supportive working relationships in and across teams.
- Excellent IT skills with experience of working with tools that support project management.
- Experience of creating project documentation and monitoring control systems
- Excellent oral and written English communications skills including demonstrated experience in researching, writing, editing and report writing.
- Detailed knowledge of the ambitions of the Further Education and Training sector and of the Skills to Advance policy initiative.

### **Desirable**

- Detailed knowledge of the FET Strategy 2020-2025 and Supporting Working Lives and Enterprise Growth in Ireland 2019 – 2021 and/or experience of working in the sector.
- Experience of managing the innovation process/innovation projects.