



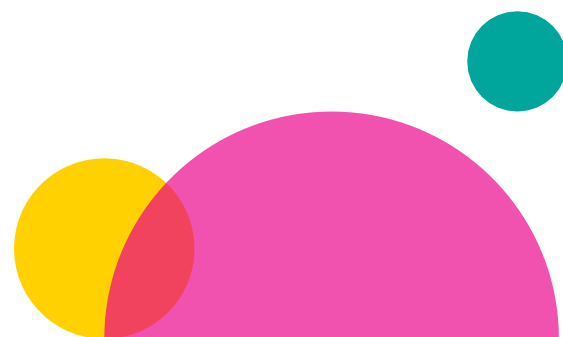
Empowering Futures: Careers in SOLAS



SOLAS
learning works

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SOLAS Overview & Employee Value Proposition

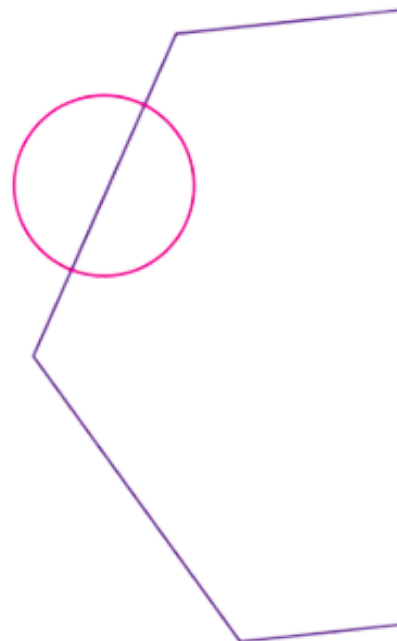
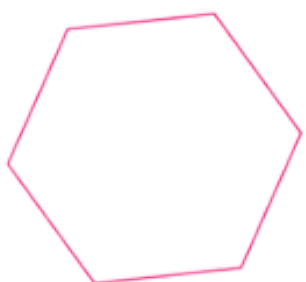
SOLAS is the State agency that oversees the building of a world class Further Education & Training (FET) sector in Ireland, developing skills to fuel Ireland's future. **SOLAS** (An tSeirbhís Oideachais Leanúnaigh agus Scileanna), is an agency of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) and was established on 27 October 2013.

At SOLAS, we are more than just a state agency. We are a dynamic, forward-thinking and responsive organisation at the heart of Ireland's further education and training (FET) sector. Every day, our work empowers individuals, strengthens communities and drives Ireland's economic and social development.

As the state agency for FET, we are responsible for planning, funding and coordinating a high quality, responsive FET sector that supports learners of all backgrounds, capabilities and life stages. From apprenticeships and skills development programmes to literacy support and lifelong learning, SOLAS plays a central role in building a more skilled, inclusive and flexible Ireland.

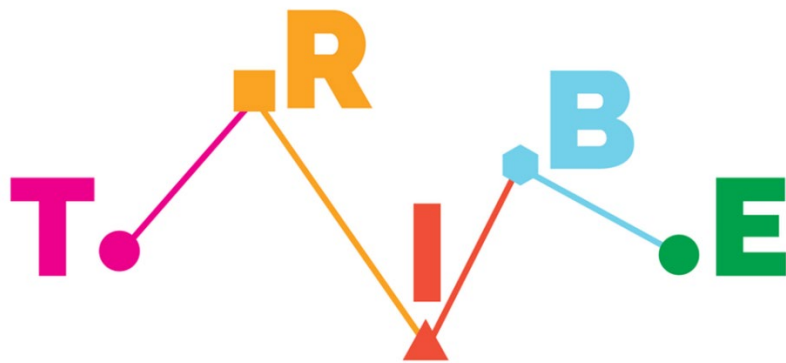
And at the heart of what we do is our people.

We are a team of passionate and innovative professionals who believe in the power that education has to transform lives, families, communities and society. A career in SOLAS is about purpose, innovation and making an impact while also working for an organisation that allows individuals a pathway to grow and develop in their career.



SOLAS Values

Our values underpin all of the work that we do in SOLAS. Our SOLAS values are **T**ransparent, **R**espectful, **I**nnovative, **B**rave and **E**ffective, TRIBE. Each value has a clear definition and series of associated actions to identify expectations for each staff member.



SOLAS is deeply committed to our TRIBE values, which make up the foundation of our workplace culture.

Our vision for the future is to unite SOLAS employees under one team-based culture, working together to become the SOLAS TRIBE.

If you are interested in working for an organisation with purpose, who is focused on making a positive impact in the lives of both individuals and Ireland as a whole, apply for a role with SOLAS.

SOLAS Business Units

Meet the teams, join the mission.

Adult Literacy for Life

SOLAS is responsible for implementing the 10-year ALL strategy. [Adult Literacy for Life](#) is a ten-year, whole-of-government and society strategy that aims to ensure everyone has the literacy, numeracy, and digital literacy skills required to equip all adults with the literacy skills they need. It is a key step in achieving Ireland's goal of a fully inclusive and equitable society and economy. The initiative reflects the belief that literacy changes lives.

Branding, Communications & FET Strategy Implementation

- **Communications and Secretariat Unit**

The Communications and Secretariat Unit is responsible for strategic communications at SOLAS. It raises awareness and understanding of SOLAS's role within the FET sector and supports the objective of improving the standing of FET, as outlined in the FET Strategy. The unit works to ensure that SOLAS is seen as a responsive, flexible, outward-looking, and learner-centred organisation.

It coordinates stakeholder engagement, offers communications advice to other business units, maintains effective internal communication, supports the operations of the SOLAS Board, manages compliance with FOI legislation, enhances SOLAS's digital media presence, and provides support in public affairs, PR, marketing, media, and events across all business units.

- **Transformation Project Management Office**

The SOLAS Transformation Project Management Office (TPMO) plays a central role in shaping and delivering Ireland's national Further Education and Training (FET) Strategy, providing governance frameworks and strategic oversight to ensure projects are delivered efficiently and aligned with national priorities.

The TPMO coordinates and supports the implementation of strategic initiatives in partnership with the Department of Further and Higher Education, Education and Training Boards and sector stakeholders. Working in collaboration with project sponsors, the TPMO guides projects from initial concept through to completion, reporting on key progress milestones.

The work of the TPMO is collaborative, combining strong strategic alignment with practical delivery to contribute real system-level transformation across Ireland's FET sector.





CEO Office

The CEO Office works directly with the Chief Executive Officer to support the collective efforts of the Senior Leadership Team. It ensures continuous and effective monitoring of the SOLAS Corporate Plan, the Annual Business Plan, and the Balanced Scorecard. The unit provides a range of quality supports and drives activities to ensure that project deadlines are met and goals are delivered, offering dedicated support for the work of the CEO Office.

Following the appointment of our Interim Chief Executive Officer, a revised organisational structure is in place to support strategic priorities during the transition period. This includes an interim support function within the CEO's office to ensure continuity, operational stability, and strategic alignment across the organisation. The Interim CEO Office Support Function is responsible for:

- **Executive Coordination:** Supporting the CEO in managing cross-divisional communications, board engagement, and strategic oversight.
- **Organisational Change Management:** Assisting with the implementation of structural changes.
- **Structural Integration:** The support function operates in close collaboration with three newly defined divisions:
 - **Strategy and Performance** - focusing on FET strategy, system performance, and communications.
 - **System Transformation** - overseeing construction skills, apprenticeship, and adult literacy.
 - **Support Division** – overseeing Finance, HR, IT, Research, and Risk functions.

Construction, Quality and Climate Strategy and Green Skills

The SOLAS Construction, Quality and Climate Strategy and Green Skills Unit plays a pivotal role in maintaining standards across Ireland's construction sector while supporting the delivery of national climate and skills objectives through Further Education and Training (FET).

At its core, the unit is responsible for the management, oversight, and delivery of key safety and skills certification programmes in the construction and quarrying industries, ensuring legislative compliance and promoting a safer, more competent workforce.

These include:

- The [Safe Pass Programme](#), which promotes health and safety awareness, is targeted at workers in the construction sector and related industries. Managed by SOLAS, it ensures that all personnel working on construction sites possess a basic understanding of health and safety to protect themselves and others. Completion of the course is a legal requirement under the Safety, Health, and Welfare at Work (Construction) Regulations 2013 for those accessing construction sites.
- The [Construction Skills Certification Scheme](#) (CSCS) is aimed at non-craft operatives performing safety-critical tasks in the construction sector. It ensures that individuals operating specific machinery or undertaking high-risk activities have the required training and competence. A valid CSCS card is a legal requirement under the Safety, Health, and Welfare at Work (Construction) Regulations 2013. The scheme involves training, assessment, certification, and registration, supporting a safer and more skilled workforce.
- The [Quarrying Skills Certification Scheme](#) (QSCS) targets non-craft operatives in the quarrying sector and ensures they are trained and competent to perform high-risk tasks or operate specific machinery. A valid QSCS card is required under the Safety, Health, and Welfare at Work (Quarries) Regulations 2008. Like CSCS, the programme includes training, assessment, certification, and registration.
- Monitoring the delivery of programmes essential for effective governance and continuous improvement. It involves systematically evaluating how programmes are implemented to ensure they align with objectives, comply with regulatory standards, and meet quality expectations.

While construction remains a core focus, the unit also drives Ireland's broader transition to a low-carbon, sustainable economy across all sectors, in line with the Climate Action Plan. It leads the development of [green skills](#) and climate-focused training, ensuring that education and training programmes align with national climate targets and prepare the workforce to meet the demands of a greener future. By engaging with industry, government, and education partners, the unit ensures all programmes are compliant, high-quality, and responsive to current and emerging skills needs. Through this integrated approach, SOLAS helps build a safe, skilled, and inclusive climate-resilient workforce that supports both economic growth and environmental sustainability leaving nobody behind as part of the green and just transition.



Enterprise, Employees & Skills

The Enterprise, Employees and Skills Unit fosters innovation and knowledge transfer within the FET sector. It includes Employee Development, which supports the implementation of FET policy on skills development for the employed, aiming to increase participation in FET in line with the National Skills Strategy.

The primary initiative under this area is [Skills to Advance](#), which includes the Innovation through Collaboration Fund. The unit also oversees eCollege, the national online learning service that provides courses through external contractors, and supports Technology Enhanced Learning to promote the effective use of digital tools in FET delivery.

FET College of the Future

SOLAS' [FET College of the Future](#) unit works in collaboration with the Department of Further and Higher Education, Research Innovation and Science (DFHERIS), and the Education and Training Boards (ETBs) to realise our shared, ambitious vision for the future of FET, through the management of capital investment aligned with the Transforming Learning Further Education and Training strategy.

Finance

The Finance Unit provides an informed, efficient, and effective finance service that aligns with and supports the delivery of SOLAS core values.

It is responsible for the preparation of statutory accounts, management accounting and monthly reporting, budgeting and costings, preparation of annual estimates, administration of Exchequer and National Training Fund allocations, funding for Education and Training Boards and other organisations, accounts payable and receivable, treasury functions, European Social Fund/European Globalisation Fund matters, procurement, staff payroll, travel and subsistence, general ledger management, and SAP support.

ICT & Digital

The ICT & Digital unit at SOLAS is instrumental in driving the organisation's digital transformation and technological progress.

The unit's remit includes:

- **Infrastructure & Operations:**
 - Installation, configuration, maintenance, backup, and recovery of ICT systems and hardware.
 - Support of colleagues across SOLAS with end user devices, software, video and telecoms solutions.
 - Management and delivery of a cyber security programme aligning SOLAS with established frameworks and standards.

- Evaluation, rollout and delivery of new and emerging technologies to improve business performance and service delivery.
- **Strategic Systems:**
 - The development, testing, maintenance and support of critical key national programme, course, learner and results management systems.
 - Provision of data and reporting solutions to drive evidence-based decision making

Learner Support & ESG Reporting

The [Learner Support](#) and ESG Reporting team works to ensure that every learner, particularly those who are vulnerable, disadvantaged, or at risk of social exclusion, can access the supports they need to thrive in Further Education and Training (FET).

The team actively collaborates with FET providers and national stakeholders to foster inclusive learning environments, guided by the principles of Universal Design and Universal Design for Learning (UDL) and Consistent Learner Experience (CLE). Through our work we aim to promote multiple forms of learner engagement, supporting the use of assistive technologies, and embedding Learner Support Guidelines across the sector.

In addition to supporting inclusion, the team leads ESG (Environmental, Social, and Governance) reporting for SOLAS. ESG reporting details the SOLAS commitment to sustainability, community impact, and strong governance standards.

The Learner Support and ESG Reporting team continues to work with Sectoral Partners to build a more inclusive, responsive, and sustainable FET system for all.

National Apprenticeship Office

The National Apprenticeship Office (NAO) was established in 2022 as a joint initiative by SOLAS and the Higher Education Authority on behalf of the Government. The NAO is responsible for all aspects of the management, oversight, and development of the apprenticeship system, as well as for implementing the [Action Plan for Apprenticeship 2021–2025](#). It acts as a single point of contact for employers, apprentices, education and training providers seeking information and guidance on apprenticeship.

People Team

The People Team exists to support the achievement of SOLAS Business Plan objectives. It includes the areas of People Operations, People Engagement, Legal and Audit, and Facilities Management.

The team operates with a clear structure that promotes accountability and best practices across several domains, including HR administration, staff relations, HR systems, recruitment and selection, onboarding, talent management, policy development and implementation, pensions administration, learning and development, SOLAS Values, performance and development processes, Social Corporate Sustainability, wellbeing, public sector duty, employee engagement and internal apprenticeship.

Research, Future Skills Needs, Statistics & Risks

The Research, Future Skills Needs, Statistics & Risks at SOLAS comprises two units: the Strategy and Evaluation Unit, and the Skills and Labour Market Research Unit (SLMRU). Together, they oversee the FET strategy on behalf of the Department of Education and Skills, evaluate the performance of FET, and provide labour market insights relevant to FET in Ireland.

System Performance

The System Performance team at SOLAS supports the Strategic Performance Agreement lifecycle, from the design of agreements to the monitoring and reporting on performance.

The team supports the Further Education and Training (FET) Performance System between SOLAS and the Education and Training Boards (ETBs). This includes systemic monitoring of achievements and reporting on progress. The team collaborates with European counterparts to arrange study visits when requested and assists with sourcing relevant information to respond to parliamentary questions, representations, and media queries.

Benefits of Working with SOLAS

As well as contributing to the meaningful work that is done throughout SOLAS, the following benefits are available to employees with SOLAS.

Starting at SOLAS

New employees will go through an **onboarding** process. The aim of onboarding is to ensure you feel welcomed to SOLAS from the moment you accept your new job offer.

The SOLAS onboarding process aims to ensure that new employees are informed of SOLAS policies, procedures, culture, expectations and day-to-day responsibilities for their Business Unit within the organisation.

New employees will go through a **probationary** period, which will be 9 months from date of appointment and may be extended up to 12 months, having a minimum of 3 review meetings. The new employee will be supported through this process by their line manager with opportunities for assistance and development.

The organisation will, in the interests of the probationary employee, make every effort to ensure the success of the individual in meeting the requirements of the job.

On completion of the probationary period, satisfactory appointees will be then introduced to the **Performance Development Plan** (PDP), which will be reviewed 3 times a year by the employee and the Line Manager, focusing on achievable goals aiming on staff development.

Supporting Your Wellbeing

As a way of improving work life balance, SOLAS offers to our employees the **Employee Assistance Programme**, which as an integral part of our overall wellbeing vision. It provides access to a range of information, guidance, screening and intervention that is tailored to help care for our employees.

The assistance can be in resolving both personal or work-related concerns, which are having an adverse effect on an employee's physical and emotional wellbeing.

Numerous wellbeing initiatives take place in SOLAS, including Irish Sign Language, Yoga Sessions, Choir, regular wellbeing Webinars and more.

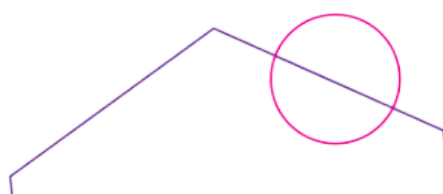
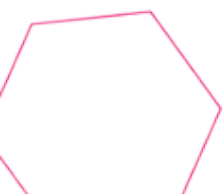
The **Wellbeing Committee** aims to represent the wellbeing needs of everybody in SOLAS, by providing useful supports to all staff in having a healthier and happier working life.

SOLAS has an employee-led **Sports and Social Club**, which organises events for the benefit of all staff and contractors.

Being a member of the Social Club will provide you access to discounted rates for seasonal events, such as discounts on social club events, random little "member only" treats during the year, a big discount on the Christmas Party, and enjoying social events with colleagues.

As for your health, SOLAS has offered different **health initiatives** to staff, such as offering a complimentary flu vaccine and a full health check.

SOLAS also provides access to Laya and VHI **Healthcare Scheme** and **Income Protection Insurance Scheme**, which provides you with a regular income



if you are unable to carry out the duties of your normal occupation due to illness, injury, accident or disability after a specified period of time.

To help reduce any worries that come with starting a new job, new entrants will be assigned a **'buddy'**, a more experienced colleague to mentor and guide them through the start of their journey with SOLAS.

Flexible Working Policies

A Blended Working policy is in place, where employees can apply to work a minimum of 2 days per week in the office. One of the days must be a Wednesday. Please note that as a public sector employee, you must work in the Irish jurisdiction to avail of blended working, and in accordance with Department Public Expenditure and Reform (DPER) requirements, you must be available to attend in person if and when required. SOLAS headquarters is currently based in Castleforbes House, Dublin 1.

To support the wellbeing of our staff, SOLAS provides a number of Leave Policies, allowing employees to have a better work life balance. These policies include Study or Exam Leave, Special Leave for Family Reasons, Sickness Absence, Paternity, Maternity and Parental Leave, Marriage Leave, and more.

Professional Growth and Development

SOLAS believes that a strong investment in learning and development is essential in developing employees who can achieve the SOLAS Corporate Goals and Values and support a world-class Further Education and Training sector. We have a range of different learning and development avenues for employees to explore, and we actively encourage engagement with continued professional development.

- Our probationary policy allows SOLAS staff members to engage with the organisation on the pathway their career is progressing.
- SOLAS environment allows all staff members to openly discuss their career path with their management team.
- SOLAS supports internal and external movement of staff through our staff mobility policy, by allowing a planned lateral move from one business unit to another for the purpose of career development.



Financial and Pensions

We offer competitive salary scales, aligned with industry standards and public sector guidelines.

If you're joining the public sector for the first time on or after 1st January 2013, you'll become part of the Single Public Service Pension Scheme. This means you'll contribute 3% of your pensionable salary, plus an additional 3.5% of your net pensionable pay (that's your pensionable salary minus twice the standard State Pension rate for someone without any dependants).

Inclusive and Collaborative Culture

SOLAS is just one of 29 organisations in Ireland to have been awarded a prestigious Investors in Diversity Gold accreditation, with the Gold mark awarded to in recognition of our significant efforts to drive equality, diversity and inclusion within SOLAS.

SOLAS won Public Sector Organisation of the Year at the National Diversity & Inclusion Awards 2024.

SOLAS is committed to providing reasonable accommodations for people with disabilities and to respond to needs specific to any of the grounds covered by the equality legislation.

The Access Officer provides advice and assistance to SOLAS employees and Line Management in relation to supports and accommodations in SOLAS.

Cycle to Work

SOLAS is part of the [Cycle-to-Work scheme](#), which has been launched by the Government to encourage the use of bicycles to travel to and from work.

Travel Pass

SOLAS makes it easy for you to save on your daily commute by giving you access to the [TaxSaver Commuter Ticket Scheme](#). Through this scheme, you can get an Annual Travel Pass for public transport like Iarnród Éireann, Bus Éireann, Dublin Bus, LUAS, and even some private bus services (like Swords Express, Ashbourne Connect, and Matthews Coaches). HR Administration takes care of organising everything for you, so joining the scheme is hassle-free.

Central Office Location

SOLAS office is located in Dublin 1, adjacent to the Docklands, easily reachable by public transportation.

Located on the LUAS Red Line, in front of a bus stop and only a 20-minute walk from Connolly Train Station.

Culture of Sharing

At SOLAS, we believe in a culture of sharing. This is lived through our senior leadership at our weekly 12@12 sessions. At these sessions, colleagues come together to hear (12!) updates, share success stories, celebrate achievements and discuss key developments. We also hold brunch and learn sessions which bring colleagues together to learn from each other or guest speakers. This is a chance to connect and expand our knowledge together.

The work of SOLAS has a meaningful and far-reaching impact across Irish society. Through the work of SOLAS, we help individuals of all ages and backgrounds gain the confidence and skills that they need for their pathway. Our work not only transforms individual lives, but it also strengthens families, communities and supports our progress as a nation. Units such as Adult Literacy for Life allows the participants to fully engage in society and be active citizens. It provides them with opportunities and is essential to developing an equal society.

