



Title of Position: Project Officer (Apprenticeship Statistics)
Reporting to: Assistant Manager, Apprenticeship Statistics
Office: SOLAS
Location: Block 1, Castleforbes House, Castleforbes Road, Dublin 1
Reference: 588
Closing date: Monday, 15 June 2026

Role Summary

The National Apprenticeship Office (NAO) wishes to recruit a Project Officer for apprenticeship statistics. They will delivery on actions related to data analysis and sharing, enhancing the quality and availability of data, building the survey capability and output of the NAO, enhancing relationships with key stakeholders, and supporting redevelopment of the ACSS as part of a single integrated apprenticeship system. The person appointed will liaise with the data analysis, digital and IT teams in SOLAS and HEA and with the data and statistics strategies being implemented by both organisations, including the planned publication schemes.

A key aspect of this role is to coordinate responses from the NAO to parliamentary questions and representations that are made to us through the Department of Further and Higher Education, Research, Innovation and Science. The person appointed will be the first point of contact in the NAO for these queries. They will be responsible for liaising with other staff members within the NAO to craft and progress responses often working to tight deadlines.

They will maintain a file of responses to queries and have responsibility for continuously improving service delivery in this area.

The Project Officer will:

- Compilation and analysis of statistical information from the Apprenticeship Client
- Services System (ACSS) which profile key outputs and outcomes
- Coordinate responses to parliamentary questions and representations in collaboration with other members of the team and in a timely manner.
- Maintain a file of responses to parliamentary questions and representations
- Regularly review and enhance the approach to addressing parliamentary questions and representations
- Co-ordinate publication of a range of apprenticeship statistics to support the work of the National Apprenticeship Office and key stakeholders, including employers and education and training providers
- Collaborate closely with internal teams in the NAO to conduct data and statistical analysis and develop high quality operational data reports for apprenticeship monitoring and planning.
- Prepare and present reports findings to NAO management, SOLAS management, DFHERIS, National Apprenticeship Alliance and the National Apprenticeship Advisory Council.

- Prepare and transfer data to collaborating providers where necessary.
- Carryout monitoring of the Apprenticeship Client Services System (ACSS) to identify improvements and inaccuracies and ensure that any issues are resolved.
- Represent SOLAS on internal and external working groups and committees.

- Link and validate data with other relevant administrative datasets, including from engagement with the Central Statistics Office (CSO), in areas that include the socio-economic profile of Irish apprentices, labour market outcomes for the apprentice population, and the economic profile of apprenticeship employers.
- Work with key stakeholders to enhance the quality of data held on the ACSS, including on data entry practices, data protection and data sharing arrangements
- Design, co-ordinate and analyse periodic surveys of apprentices, apprentice employers and other key stakeholders.
- Support the development of a new database for apprenticeship data in liaison with the apprenticeship teams across the HEA and SOLAS
- Lead and facilitate meeting with internal units (IT) to progress priority work, resolve issues and ensure timelines/deadlines are adhered to
- Supervise staff assigned by management
- Any other duties deemed appropriate for the position by the Director of the National Apprenticeship Office

Requirements

- A relevant qualification in a quantitative field such as statistics, economics, mathematics, or social science with a significant quantitative element and/or equivalent demonstrated experience
- Experience of Microsoft Suite (Word, Access, Excel, and PowerPoint)
- Strong knowledge of statistical information gathering and analysis
- Knowledge of database management and development are essential
- Expertise in statistical analysis and/or data visualisation software such as Tableau, Stata, Power BI, MSSQL
- Experience working with large administrative microdata sets
- Experience of survey data collection and analysis
- Experience in establishing and operating information systems
- Familiarity with the education and training system in Ireland and/or abroad
- Strong written, verbal, communication and presentation skills
- Strong organisational and time management skills
- Strong collaboration skills and demonstrated ability to work across functions and grades
- Good judgement and analytical skills
- Minimum of 2 years' experience working in a data role, preferably in the tertiary education and training field