



## Role Specification

**Post:** Assistant Manager – Craft Apprenticeship (Temporary, 6 months)

**Grade:** 7

**Unit:** Apprenticeship

**Reporting to:** Manager, Craft Apprenticeship

**Role Summary:** SOLAS is recruiting a suitable candidate at Assistant Manager (Grade 7) level to lead on delivery of critical craft apprenticeship operations, communication with collaborating providers, industry partners and other apprenticeship stakeholders. Employers, employer representative bodies, apprentices, providers and providers representative bodies and the national network of Senior Training Advisors /Authorised Officers comprise the main stakeholder groups.

There are four family of Trades consisting of 25 active craft apprenticeship programmes. There are currently (March 2023) over 25,000 apprentices currently in training and over 8,500 employers, with associated representative bodies. The Action Plan for Apprenticeship (2021-2025) has underlined the need for SOLAS to continue to develop craft apprenticeship programmes considering the migration to a single integrated system. Feedback gathered in preparation for five programme revalidations for craft apprenticeship has underlined the need for SOLAS to augment its communication, cooperation, and relationship activities with craft apprenticeship key stakeholders.

The successful applicant will lead on this brief, working closely with internal colleagues in SOLAS and with external partners.

### Key Tasks/Responsibilities

- Develop and maintain the assigned family of trade programmes.
- Develop and maintain channels and methods of communication with education and training providers.
- Enhance the database information held on Subject Matter Experts.
- Support administration of periodic surveys and other feedback mechanisms with craft apprenticeship stakeholders.
- Ensure feedback received on all aspects of programme delivery, reviewed and actioned.
- Evaluate and implement enhancements to stakeholder liaison and communication based on the periodic feedback received.

- Devise and implement a cohesive engagement approach to ensure collaborating providers understand and meet their operational commitments on the national craft apprenticeship system.
- Manage the National Apprenticeship Appeal and RPL process, representing SOLAS and acting as secretariat to the National Apprenticeship Appeal and RPL committee.
- Manage and coordinate programme advisory boards.
- Lead work on facilitation of external stakeholder meetings, both online and in person
- Implement, enhance and continue to improve quality assurance policies and procedures.
- These duties outlined above are at the discretion of the Manager of Craft Apprenticeship and subject to change depending on the need of the unit at any particular time.

**Requirements:**

***Essential:***

- 3+ years working in a tertiary education setting (further and/or higher education)
- Critical thinking ability with capacity to find creative solutions to existing problems.
- Strong written and verbal communication skills
- Strong evaluation, synthesis and report writing skills.
- Demonstrated project management experience.
- Experience of successful internal and external stakeholder management

***Desirable:***

- Knowledge of the national apprenticeship system
- Knowledge of public procurement policies/procedures