



Role Specification

Title:	Project Assistant
Grade:	10
Unit:	Safepass Operations – Construction Quality & Greenskills
Reporting to:	Administration Officer/Assistant Manager
Ref No.	535

Role Summary:

SOLAS is seeking to recruit Project Assistants (1 permanent post and 1 temporary, 1 year post) to support the SafePass Team in the management of SafePass and Card Administration functions within Construction Services. Responsibilities include supervisory function of the Card Management system, implementation and continuous improvement of Quality Assurance processes. Process, record, reconcile and report on payments received ensuring accuracy. Analyse and evaluate qualitative and quantitative data, collate results, and create comprehensive reports to inform decision-making. Support the administration and processing of the Recognition of Professional Qualification (RPQ) to include applications from EU to third- party Countries. Provide an efficient and effective clerical administrative, organisational and stakeholder service. Contribute in a positive manner to the work of the unit.

Key Tasks/Responsibilities:

- Maintain and update relevant databases and supervise the processing of CSCS/QSCS and Safe Pass programme related documentation.
- Assist in the administration of financial records and processing purchase orders in accordance with SOLAS financial and procurement procedures.
- Recording and accounting payments are processed accurately and in a timely manner.
- Supervise the migration of data and the updating of data across the various components of Construction Services' computer management systems.
- Complete monthly and end of year reconciliations.
- Assist and guide SOLAS approved training organisations, internal verifiers, and tutors to adhere to all protocols and procedures.
- Prepare, analyse, and compile detailed reports for the management team.
- Assist the application process for training organisations and or individuals seeking SOLAS approval status to operate as approved training organisations or approved tutors.
- Assist the application process for persons or companies wishing to appeal decisions implemented by SafePass Operations and Card Administration Unit.
- Assist in arranging workshops for existing and new approved tutors and approved training organisation personnel.
- Assist in the review and development of CSCS, QSCS and Safe Pass courses and standards.
- Assist in the development and implementation of SafePass Operations and Card Administration Unit quality assurance system, IT systems and GDPR compliance.
- Monitor the Safe Pass operations dedicated email account to ensure all queries are responded to in an efficient, accurate, courteous, and timely manner.
- Provide secretarial support to stakeholders and internal committees.
- Supervise the retention of critical documents and document storage.
- Other duties within the unit as a whole, as may be specified by Project Officer/Management of the unit from time to time.

Requirements:

Essential:

- Knowledge and understanding of SafePass, CSCS and the QSCS programmes and systems.
- An understanding and working knowledge of Quality Management System.
- Good working knowledge of Microsoft Office Suite.
- Experience of payment processes, reconciliation, and administration functions.
- Self-motivated, capabilities to plan, organise, prioritise workload to meet deadlines as required.
- Knowledge of data analytics and metrics.
- QQI/FETAC/HETAC Level 6 or above / Hold a Further/Higher education qualification.

Desirable:

- Understanding of project management.
- Level 7 qualification.