

## Role Specification

<b>Title:</b>	Assistant Manager (Built Environment and Construction)
<b>Grade:</b>	07
<b>Unit:</b>	FET College of the Future Unit
<b>Ref:</b>	538

### Overview

SOLAS has responsibility for providing strategic leadership to the further education and training sector and for implementing a significant transformation programme to deliver 21<sup>st</sup> century, high-quality education and training programmes to a diverse range of learners. SOLAS is charged with a range of responsibilities including:

- Supporting the development and implementation of the further education and training strategy, including through aligned capital investment;
- Funding of the further education and training (FET) system to maximise the impact of state investment;
- Overseeing the development and implementation of the Strategic Performance Agreements between SOLAS and each Education and Training Board (ETB) which set out 3-year plans to further embed a strategic and integrated FET system;
- Statutory responsibility for the apprenticeship system;
- Analysing the labour market and identifying and anticipating key skills needs; and
- Promoting the standing of Further Education and Training.

### FET College of the Future Unit (FCotF)

The FCotF unit is responsible for the management and oversight of budgets for capital investment in the FET sector, including for craft apprenticeship and the National Apprenticeship Office. The unit carries out approving and recommending roles under the Infrastructure Guidelines and Capital Works Management Framework.

The unit, working with teams across Transformation and Support Divisions of SOLAS, through strategic capital investment in infrastructure, is supporting the FET Strategy and College of the Future goal of creating integrated colleges of FET, which deliver best-in-class learner experiences across National Framework of Qualifications levels 1 to 6 and across the full learner profile from early school-leavers to lifelong learners. FET Colleges of the Future will also focus strongly on supporting enterprise through delivery of Centres of Excellence and Centres for Specialist Skills Development.

Additionally, the unit is responsible for the following property portfolio-related activities within ETBs and in liaison with a number of Business Units within the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS):

- Strategic and technical appraisal of capital funding applications and development through the IG and CWMF stages;
- Strategic and technical management of funding requisition and disbursement for capital building projects across a range of funding streams;
- National FET Estates Strategy development, direction, and implementation, including FET Estates Data collection, validation, and analysis;
- Lease management;
- Public Sector Climate Action Mandate and Sustainability support; and
- Property selection, purchasing, and divestment.

## **Role Summary**

The successful applicant will assist in the management of a variety of construction and property portfolio work across areas of Climate Action, Sustainability, Procurement, and Digitalisation work within the FET College of the Future Unit. Working closely with the Unit Director and management team, this person will assist in management of activities in respect of specifying, planning, developing, delivering, and monitoring performance against internal SOLAS and external targets and requirements.

The role-holder will assist the unit managers in liaising with relevant stakeholders in SOLAS, the Education and Training Boards, DFHERIS, across the sector, and more broadly across the Public Sector as part of the 'enabling theme' of Capital Infrastructure from the Future FET: Transforming Learning Strategy (available from the SOLAS website). A strong commitment to sustainability and climate action in the built environment is essential to all CotF activities and will be an essential trait of this role holder.

## **Key Tasks/Responsibilities**

- Assist with the technical management of capital funds for the FET sector by technically overseeing planning, development, new build, renovation, retrofit, fit-out, and extension projects through a Climate Action lens.
- Assist with the technical management of authorisation of funding for Infrastructure Guidelines and Capital Works Management Framework stages of projects from conception to hand-over, and post-occupancy evaluation.
- Assist with continuous improvement of processes associated with the funding of the FET property portfolio (Lean), including through supporting implementation of enterprise-level systems including GIS (Geographic Information Systems) and BIM (Better/Building Information Management/Modelling).
- Assist in the technical development and utilisation of procurement, frameworks, and tendering processes, including through full utilisation of Public Sector Green Procurement.
- Engage effectively with key stakeholders within and outside SOLAS, particularly in the parent department (Approving Authority/Sanctioning Authority), Education and Training Boards (Sponsoring Agents), and representative groups and bodies such as Education and Training Boards Ireland, SEAI, Energy Bureaus, and other Government Departments and Agencies.
- Assist in managing engagement around specification, review, and appraisal of work executed within IG and CWMF stages with Design Teams and Contractors employed by ETBs as well as Technical Consultants employed by ETBs or by SOLAS directly.
- Make efficient and effective use of all resources in planning, organising, executing, and monitoring the unit's activities.
- Working across the CotF unit, support the Director and management team in development and delivery of annual business plans and in effective utilisation of allocated capital budgets, consistent with the overall FET strategy, the SOLAS Corporate and Annual Business Plan, and other relevant national policies.
- Work effectively with team members and all other relevant stakeholders in the completion of specific, time-limited projects.
- Establish and maintain positive and proactive communication and liaison structures within SOLAS.
- Deputise for unit Managers as required from time-to-time.
- Any other duties which may be specified from time-to-time.

## Requirements

### Essential:

- Construction, engineering, built environment, property, or sustainability qualification that meets **one** of the following requirements:
  - NFQ level 9 postgraduate certificate, postgraduate diploma, or Masters qualification in one of the above-listed areas with a technical, science, or technology-focused undergraduate qualification; **or**
  - NFQ level 8 qualification in one of the above-listed areas; **or**
  - NFQ level 7 qualification in one of the above-listed areas with demonstrable experience equivalent to either a level 8 or level 9 award.
- Minimum 5 years of experience of working in team lead, professional, or technical roles within construction, engineering, built environment, property, or sustainability. Equivalent experience in related teaching, research, or funding roles will also be considered.
- A demonstrable record of and commitment to relevant, current Continuing Professional Development.
- Demonstrated experience of engaging productively in a team with internal and external stakeholders, individually and collectively, in operational and project settings.

### Desirable:

- Demonstrated adaptability, flexibility, resilience, and ability to work effectively under pressure to consistently meet targets.
- A strong commitment to continuous improvement both in general and specific to sustainable, climate action-focused capital investment.
- Experience of assisting with project and programme management with an associated track-record of excellence in timely execution and successful completion.
- Knowledge of public sector financial and procurement procedures.
- Experience in assisting with the management of project budgets.
- Chartered or Professional status, or equivalent, with a recognised professional body or association, or demonstrated willingness to obtain professional body accreditation.
- Demonstrable and effective technical research and report writing skills.
- Proven record as an effective communicator with developed interpersonal and influencing skills.
- Proven ability in providing direction, support, and mentoring for development of peers or junior staff.
- A willingness to undertake upskilling as required to fulfil the changing requirements of the role over time and in response to internal and external stimuli.