



## **Executive Director, Support Division**

**Title:** Executive Director, Support Division (Grade 3)  
**Office:** SOLAS  
**Location:** Block 1, Castleforbes House, Castleforbes Road, Dublin 1.  
**Tenure:** Permanent  
**Ref:** 573

### **The Role:**

The **Executive Director** will be an integral part of the senior leadership team, reporting directly to the Chief Executive Officer, and play a major role in driving operational performance and internal transformation within SOLAS, heading up the Support Division. This division is focused on supporting effective operations across the organisation and facilitating wider digital, funding, and people transformation roadmaps across the FET system. It will comprise individual Directorates covering People; Finance; IT & Digital; and Research, Future Skills Needs, Statistics and Risk. The successful candidate will be an innovative individual with the capacity to oversee delivery of key corporate services and internal change.

### **Key Responsibilities:**

The Executive Director will have senior leadership accountability and management responsibility for four SOLAS directorates, with an overall base of 75-80 staff:

- People
- IT & Digital
- Finance
- Research, Future Skills Needs, Statistics and Risk

The successful candidate will

- Co-ordinate with the CEO the overall SOLAS budget, business plan and balanced scorecard.
- Deliver the Division's contribution to the overall SOLAS business plan and balanced scorecard, and oversee the divisional budget.
- Manage the Division, its Directors and Teams in line with SOLAS values and ensure accountability for performance.
- Ensure excellent SOLAS corporate services provide a platform for the continued development of the organisation and the FET and apprenticeship systems it serves.
- Oversee the effective deployment of people and an organisational structure and culture across the organisation to ensure efficient and effective operations.
- Drive internal and external digital transformation in SOLAS and the sector to ensure that our systems evolve with rapid industrial and technological change (including challenges and opportunities around AI).
- Oversee a funding approach, and good overall financial management, to ensure that SOLAS and the FET and apprenticeship systems deliver value-for-money on state investment.
- Ensure a robust approach to risk and data management, and that this approach is used as a platform for further growth, transformation and accountability across the FET system.

- Attend all Board meetings, and sponsor and approve all Divisional Board Papers.
- Play a leading role in creating a high-performance culture, focused on the achievement of SOLAS' Corporate Plan, through visible, effective and inspirational strategic leadership to the staff of SOLAS.
- As part of the Senior Leadership Team, ensure compliance with the Code of Practice for the Governance of State Bodies.
- Represent the interests of the organisation to government departments, employers, unions, providers, and the general public. `

## **The Individual:**

The successful candidate will have:

- A minimum of 7 years' experience at a senior level management with a track record of achievement and delivery.
- Extensive senior management experience in a complex delivery environment demonstrating understanding of how to ensure effective & efficient corporate services and internal operations.
- Track record in driving transformation in organisations and understanding of change management techniques & approaches
- Ability in relating effectively with a diverse range of internal and external stakeholders, including government departments, Board members, and staff representatives.
- An ability to take a system-wide approach and see connections, risk, and the potential for innovation in the wider environment.
- Ability to build and support complex cross-functional and inter-agency teams.
- Demonstrated achievement in the management of a varied and diversified portfolio in a devolved management structure.
- Exemplary public service values including the highest standard of professional integrity and operating with probity.
- Excellent written and spoken communication skills and expertise in the required influencing, negotiating and networking skills to operate at the most senior levels
- Understanding of the public sector funding environment, and the funding and financial management requirements and challenges in state agencies
- Knowledge of risk management and data governance practices, technology issues, regulatory requirements, and emerging trends and issues.
- Understanding of effective organizational design and people approaches to ensure a strong values-based culture & efficient & effective operations
- Experience in the development of ICT systems and technology-based solutions.
- A self- starter possessing the necessary interpersonal skills, resilience and ability to lead complex management teams.