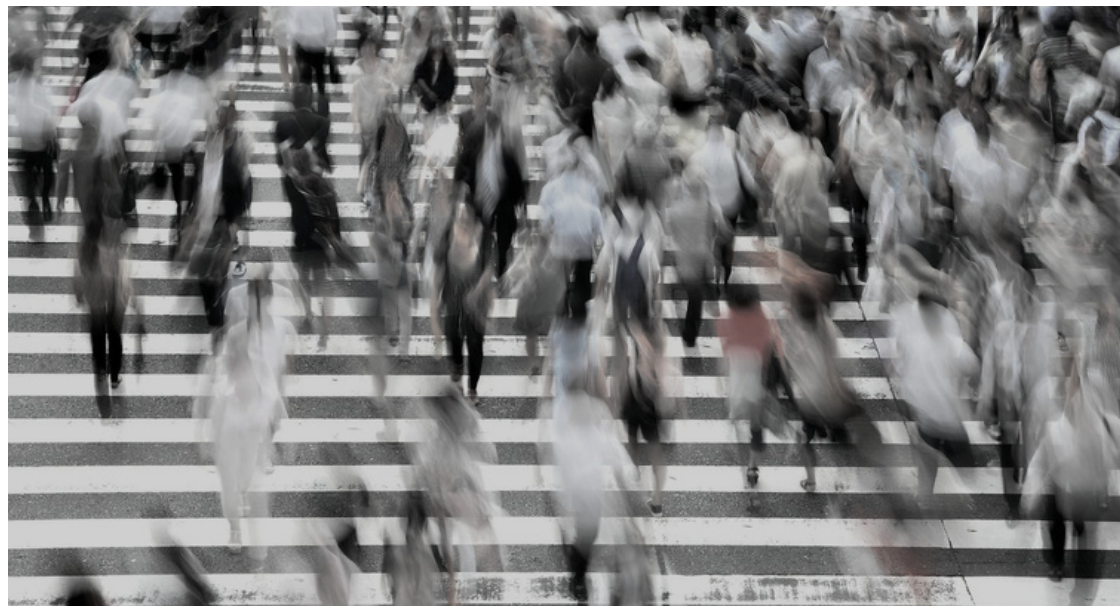


Executive

P R O J E C T S A N D R E P O R T I N G



OVERVIEW

We are seeking a Projects and Reporting Executive to join our clients team. With offices in Dublin, Ireland, this is a hybrid position.

The successful candidate will play a lead role in the delivery of day-to-day operations and annual operating reporting and support the day-to-day operations of the Engineering Skillnet. The role also encompasses ownership of a number of systems-related projects undertaken by Skillnet throughout the year, together with driving a process improvement culture and operational excellence agenda.

The primary responsibility is leading reporting and supporting plans relating to the network operations which will include the responsibility for the identification and mitigation of operational risk. The role will report directly to the Network Manager and coordinate activities with the network including identification and development activities required to ensure innovative talent development programmes.

The successful person will demonstrate ability to deliver on the duties of the role and potential for further growth and responsibility as the network grows.

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RESPONSIBILITIES

- Coordinate the activities of numerous network stakeholders, primarily the reporting, budgeting and management of the operations of the training activities of the network.
- Ensure the effective and efficient delivery of the highest quality operational services, in line with the network's strategy.
- Support the effective delivery of the annual operating plan and coordinating the delivery of its associated projects.
- Apply best practice project management methodologies and delivery taking a structured Projects Management Office (PMO) approach to project oversight.
- Monitor and report on performance against the Network Operating Framework to ensure that the network is delivering on its KPI's.
- Take responsibility for the operational excellence agenda and deliver continuous improvement in the operating model.
- Undertake other duties as directed by the Network Manager e.g. prepare for audits.
- Work with the broader Engineering Industries Ireland team in supporting the delivery of the Network Strategy.
- Manage and organise activities of network with other projects, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.

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PROJECTS AND REPORTING

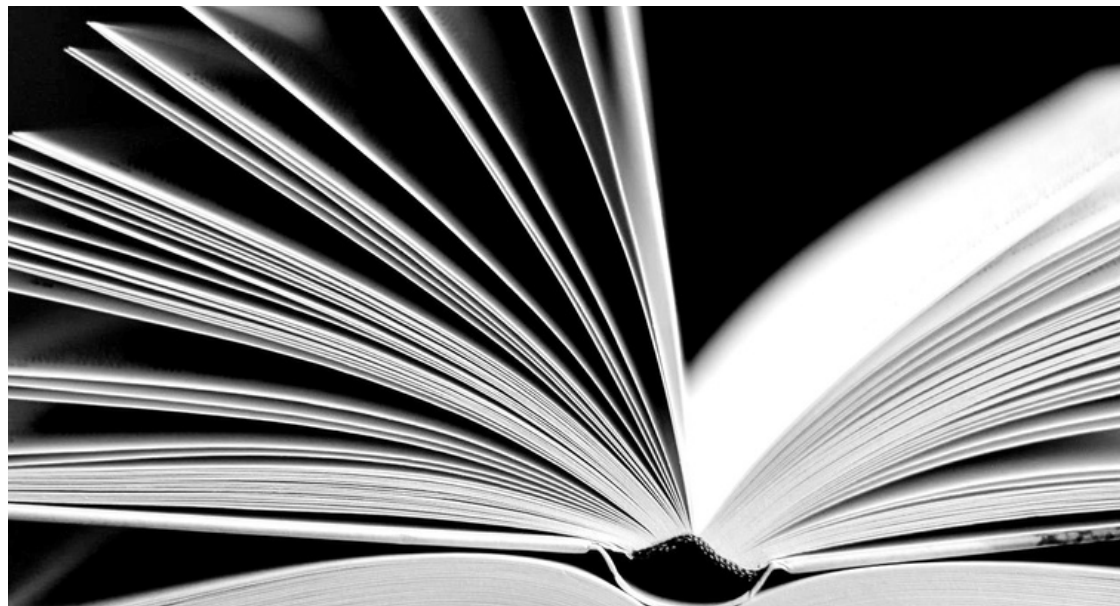


RESPONSIBILITIES

- Prepares funding proposals, financial statements and records on centre projects, progress, status or other special reports for management or outside agencies
- Coordinate the activities of numerous stakeholders, primarily the coordination of the training activities of the network.
- Writes communication and promotional literature for distribution such as newsletter, brochures or flyers and coordinates printing and distribution; this is done with the guidance of the Network Manager.
- Prepares periodic reports, financial statements and records on projects, progress, status or other special reports for management or outside agencies in line with established procedures.
- Develops and schedules training activity work plan in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of the work plan, determine priorities.
- Prepares or assists in preparation of proposal for funding and/or funding continuation from external funding organisations.
- Working closely with the Network Manager, devise evaluation methodology and implements; analyses results and recommends and/or takes appropriate action.
- Updates the funding Organisations database to ensure that KPI data is tracked and kept up to date
- Performs functions related to specific projects assigned such as tracking training/event attendance or other unique projects.

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REQUIREMENTS

Qualifications

- Bachelor's degree in field appropriate to role and circa at least five years' relevant experience OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities achieved.

Experience

- Strong Project management experience; working in funded project environment an advantage
- Strong budgetary management experience is essential
- Previous experience in public procurement is highly advantageous
- Working in a multi-tasking environment and taking lead on workstreams
- Possess a high level of technical competence and experience in operations with a track record of achievement
- Proven ability to deliver on multiple projects

Competencies

- Project management capability, working across different projects.
- Strong administrative and organisational skills leveraging technology for quality and efficiency
- Capability and/or demonstrate clear potential in relation to financial accounting principles and risk management; has clear numerical capability
- Capable of demonstrating commercial acumen, with a track record of operating in a complex stakeholder environment.
- Possess first-class communication skills (verbal and written)

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THE PACKAGE

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations. Our client understands the value of rewarding staff well and has put together an excellent package, including:

- Significant bonus scheme
- Fantastic pension
- Health payment to cover medical cover
- Permanent health insurance
- Life insurance/death in service