

General Manager Job Description

The General Manager reports directly to the Board. Other staff members report directly to the General Manager.

Duties

- Management of services to ensure maximum efficiency and value for money.
- Co-ordinate the development, delivery and review of services and activities.
- Ensure that appropriate certification is available for all programmes and programme standards are maintained.
- Assist in developing links with employers and other organisations to promote progression to employment and/or further training and education opportunities.
- Ensure the provision of appropriate trainee recruitment, assessment and monitoring practices including tracking.
- Coordinate the rolling strategic and annual planning and review process and report to the Board on implementation.
- Prepare plans and budgets for Board approval and ensure other reports and returns are submitted to the relevant party on time.
- Liaise with and others to ensure the smooth operation of the centre
- Attend meetings and provide regular written reports to the Board and City of Dublin Education and Training Board as appropriate.
- Work with the Board and company secretary to ensure policies, procedures and records are in place and in accordance with legislative and operational requirements.
- Co-ordinate the development and integration of services for new and emerging client groups and responses to new national policy initiatives and services
- Co-ordinate the implementation of a Quality Assurance Framework, and work with the Board, staff and others to identify key performance indicators for service delivery.
- Lead, motivate and develop staff through regular communications, meetings, staff training and development initiatives. Deal with personnel issues.
- Network, liaise and develop working relationships with the funding agency and local groups/schools/employers, and other relevant bodies
- Carry out other duties that may be assigned from time to time