



Job Title: National Programme Director – Bar Management Apprenticeship.	Reports to: <i>Head of Bar Management Apprenticeship</i>
Location: <i>Griffith College Limerick Campus</i>	Job Type: <i>Full-Time Permanent subject to a probationary period</i>

Job Summary:

Griffith College, Ireland’s largest private third-level College, seeks to recruit a strong leader to join us as a National Programme Director on the Bar Management Apprenticeship Programme.

The person appointed will have a proven record of academic and operational leadership in a higher education setting. The selected candidate will make a strong contribution to the management of the programme whilst supporting learners for the duration of their studies on the Bar Management Apprenticeship.

Duties and responsibilities of the position:

The role will comprise – but will not be limited to – the following roles, responsibilities and activities:

Programme Management:

- Managing the delivery of assigned programmes as prescribed by the Governing Body and the College’s Quality Assurance Procedures, as outlined in the Apprenticeship QA Manual
- Reviewing programmes/modules on an annual basis.
- Maintaining the academic integrity of the programmes.
- Recruiting of lecturers and processing Lecturer Payment Schedules (LPS) Forms.
- Liaising with Admissions and Marketing.
- Ensuring that the delivery mechanisms are appropriate for each module.
- Maintaining the module delivery and assessment integrity between various cohorts in multiple locations
- Liaising closely with mentors and academic success coaches in monitoring students’ progress
- Advising lecturers of support facilities available to enhance performance.
- Organising additional apprenticeship supports/tutorials where required.
- Overseeing learner and lecturer feedback on the Bar Management Apprenticeship Programme.
- Liaising with external examiners in respect of exam board meetings
- Representing Griffith College on the consortium steering group (CSG)
- Discharging Griffith College’s role as national coordinating provider, as outlined in the Apprenticeship QA manual



- Providing academic leadership for staff (e.g. module leaders, programme administrators, academic success coaches, etc.)
- Advising and assisting the Consortium Steering Group (CSG) in the admissions process, as required
- Coordinating the activities of the National Programme Board (NPB).
- Identifying and nominating suitable external examiners for appointment by the College's Academic and Professional Council (APC)
- Organising and managing the examination and moderation processes
- Providing governance and management of the delivery of the programme in accordance with agreed quality assurance and enhancement policies and procedures
- Providing regular and timely reports to the CSG and the NPB.
- Providing feedback to the programme board and making recommendations for changes to the delivery, as deemed necessary.
- Managing processes for dealing with individual or group apprentice issues.
- Advising on recruiting additional academic staff, where required, and attending interview panels where appropriate.
- Advising on and updating job descriptions as required
- Signing off on appointments and schedules for staff.
- Providing guidance to new staff and those from other education providers on the following:
 - Overview of the programme
 - Programme curriculum
 - Programme teaching, learning and assessment methodologies
 - Programme schedules, submission deadlines
 - Provide feedback to staff and learners
 - Schedule and importance of attending programme board meetings

Faculty:

- Providing Annual Programme Review Report.
- Managing lecturer's Annual Module Report Forms.
- Organising apprentice contact hours to discuss performance, problems and complaints and advising on remedial action.
- Attending weekly faculty meetings.
- Approving Examination Broadsheets/attending Examination Boards.
- Coordinating faculty planning (e.g. timetables, new programme development/reviews etc.)
- Retaining summary information on exam module reviews and lecturer assessments.
- Performing graduation duties: calling candidates, approving awards
- Becoming a member of the Programme Director Group.

Teaching:

- Lecturing hours on assigned modules within the apprenticeship programme

Minimum Education/ Experience Requirements:

Overall, the successful candidates will be expected to make a significant contribution to the teaching profile of the College and:



- Possess a Level 8 qualification or significant experience in managing academic programmes.
- Lecturing experience required
- Be highly organised with meticulous attention to detail.
- Have excellent interpersonal, written, and verbal communication skills.
- Be committed to educational quality and customer service.
- Willing to work effectively as part of an integrated team in the Apprenticeship Faculty
- Perform any other commensurate duties that fall within the employee's capabilities.
- Must be legally entitled to work full-time in Ireland for any employer.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent 3rd level institution located in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys a national and growing international reputation for student success. The College has gained an enviable, award-winning reputation for providing students with first-class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Historical premises In Limerick City Centre.
- Competitive salary.
- Opportunity to be part of a progressive and proactive team focusing on growth.
- Opportunity for career progression.
- Training and Development opportunities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Appointment to this role is subject to the candidate's eligibility to work full-time in Ireland. We thank everyone for their applications. However, only candidates selected for interview will be contacted.