



Job Title: Programme Development – Project Manager	Reports to: Director of Academic Programmes
Location: Dublin South	Job Type: Permanent, full time

Job Summary:

The role involves managing and coordinating the college’s development of new and revised programme documents for submission to QQI. It involves working closely with faculties and programme directors and other contributors (e.g. librarians, teaching and learning specialists, quality assurance personnel, careers officers, learner support personnel, etc.) in the development of programme documents. The core responsibility is to ensure that the college’s programme documents are developed in a timely manner to meet the professional standards expected by the college and in accordance with the latest templates provided by QQI.

The role involves the setting of agreed deadlines with those involved, the provision of clear direction and support in respect of the contributions expected, reviewing and providing feedback on contributions received and taking responsibility for the integration of college wide information into the final documents.

The candidate will be supported in their role by the Director and Head of Academic Programmes and other members of the college to enable them to take increasing responsibility for the college’s programme development process.

Job Responsibilities:

- Project managing the development and review of the college’s academic programme documents for consideration by external agencies.
- Providing direction and support to academic managers and faculty on programme development, management and administrative issues.
- Collaborating with programme directors and other college personnel in the completion of programme documentation.
- Customising the integration of college information into programme documentation
- Editing and finalising documentation to a professional standard to meet professional requirements
- Contributing to other aspects of academic development and management as required.
- Any other duties that fall within the employee’s capabilities.

Minimum Education/ Experience Requirements:

- Minimum of three years’ relevant work experience required.
- Solid understanding of higher education programme development/documentation.
- Appetite for a fast-paced, project-focussed environment.
- Familiarity with higher education environment in Ireland.
- Ideally educated to Master’s level in a related area.
- This role requires advanced use of Microsoft Word and related MS-Office products and a keen sense of professional presentation.



- Excellent oral and written communication skills.
- Candidates are expected to have project management skills and a proven ability to work effectively with others holding different roles and responsibilities across an organisation.
- Strong attention to detail is essential.
- Must be legally entitled to work full time or part time (as applicable) in Ireland for any employer.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third level institution with over 7,000 learners attending the college's academic and professional programmes each year. The college's programmes are delivered from its campuses in Dublin, Cork, Limerick and online.

The college's academic programmes lead to undergraduate, postgraduate and masters qualifications from QQI – Quality and Qualifications, Ireland. The discipline areas covered include business, computing, design, education, engineering, law, media, music and pharmaceutical science. The college also prepares learners for the membership examinations of professional bodies in accountancy and law, and delivers a wide range of shorter training programmes to meet industry needs.

The college has an excellent reputation for the quality of its teaching and learning, holding national awards for programme design and delivery. Our learners have an enviable track record of achieving prizewinning places in professional examinations, both nationally and internationally and in winning industry-based competitions for their projects.

The college is a welcoming and supportive environment for learners and staff alike. It greatly benefits from the rich diversity of those involved, with learners and staff of all ages and interests, drawn from across the globe, developing their careers across a wide range of disciplines.

Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Vibrant multidisciplinary learning environment
- Welcoming environment committed to learner and staff development
- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.

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 the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time or part-time (as applicable to the role) for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.