



GRIFFITH COLLEGE

<b>Job Title:</b> Programme Director – Business Faculty	<b>Reporting to:</b> Head of Campus of Griffith College Limerick
<b>Location:</b> Limerick Campus	<b>Job Type:</b> Permanent, part time (subject to 6 month probationary period). 4 days per week. Lecturing is a required element of the role. Up to 8 paid lecturing hours per week are available, as required.

**Job Summary:**

The Business Programme Director is a hands-on management position which carries academic and operational responsibility for all of Limerick’s Business Department’s academic full-time, part-time, blended learning and online programmes, along with the lecturers and learners participating on them. The Programme Director ensures that an excellent care service is provided to all those who interact with the department, learners and staff alike. The position reports to the Head of Campus of Griffith College Limerick, with dotted line academic accountability to the Head of the Business Faculty.

**Job Responsibilities:**

The Programme Director’s specific roles and responsibilities include, but are not limited to:

**Managing lecturing staff:**

- The appointment, induction and training of new departmental lecturing staff.
- Monitoring and managing lecturer performance in the delivery of their subject areas and the assessment of their learners.
- Provision of support and supervision to lecturers and to meet them on a regular basis.
- Providing feedback to lecturers on their performance and advising them on remedial action
- Advising lecturers of support facilities available to enhance performance, including the QQI Training and Education programme

**Planning and organising:**

- Timetabling and scheduling of lectures, tutorials, labs and revision sessions.
- Provision of remedial workshops as required.
- Familiarity with College policy and procedures in relation to Health and Safety and Data Protection.

**Programme Updates:**

- Participation in programme validation / revalidation, programmatic and module reviews.
- Working proactively with counterparts, course administrators and the Faculty Head in improving existing courses and programmes.



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### Learner Assessments:

- Managing the examination and assessment process in detailed adherence with QA and Administration policies, procedures and deadlines across all programmes and levels.
- Attendance at start-up period during exams
- Attendance at Exam Board meetings and prep meetings

### Learner interaction:

- Ensuring learner satisfaction through the provision of an appropriate learning environment in consultation with campus management.
- Monitoring learner attendance and proactively encouraging learners to progress to graduation.
- Developing and implementing a departmental induction programme for new learners.
- Meeting with learners to discuss performance, problems, complaints and advising on remedial action.
- Approval of module deferrals for learners.
- Reviewing learner queries re module examination results.
- Graduation duties as required.
- Ensuring all required teaching and learning material are available.

### Academic Quality:

- Maintaining academic integrity and consistency of the programmes
- Commitment to customer service and to adherence to essential quality assurance procedures

### Enquiries / Applications:

- The active and timely participation in converting enquiries to full or part-time registered learners and the issuing of exemptions for prior learning.
- Participation in Open Days / Evenings.

### Communication / interaction:

- Communicating with the College's administrators, lecturers, lead lecturers and other team members to ensure the professional delivery of the programmes and assessment of the learners on all programmes across all the validating bodies used by the Business Department.
- Liaising and coordinating with the relevant Faculty personnel at the Griffith College Dublin campus.
- Participating in internal departmental and multi-disciplinary meetings / committees (including monthly Programme Director meetings) and external meetings, as required.

### Non-core Activities:

The Business Programme Director is centrally involved in driving new initiatives to advance the reputation of the department / faculty. Such initiatives are likely to include course redesign, links with industry, development of new programmes, adoption of new teaching methods, etc. The PD is supported in the process by the Limerick management team.



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### Lecturing:

Lecturing is encouraged to an agreed limit. Lecturing obligations cannot impinge on PD duties.

Any other commensurate duties that fall within the employee's capabilities.

### **Minimum Education/ Experience Requirements:**

#### **Required:**

- Minimum Master's degree level qualification in a business-related discipline.
- People management, administrative and organisational skills, including the use of IT systems.
- Excellent Communications skills – written and oral.
- Lecturing experience, including online delivery and use of LMS systems.
- Must be legally entitled to work full time in Ireland for any employer.

#### **Desirable:**

- Experience in academic management / administration.
- A working knowledge of module or programme development.
- A working knowledge of Higher Education QA procedures.
- A teaching qualification.

### **About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations 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 national and a 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/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.



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- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- *\*Dublin campus on South Circular Road.*

*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 for any employer in Ireland. We thank everyone for their applications, however, only candidates selected*