



GRIFFITH COLLEGE

<b>Job Title:</b> Quality Assurance and Enhancement Officer	<b>Reporting to:</b> QAED – Programme Development Project Manager
<b>Location:</b> Griffith College – Any campus	<b>Job Type:</b> Permanent, full time

The college's Quality Assurance and Enhancement Department (QAED) plays a central role in managing the successful development and delivery of the college's entire suite of academic programmes so that they warrant and retain approval and accreditation by QQI – Quality and Qualifications Ireland and the active engagement of learners.

QAED works directly with teams of subject matter experts from within the college's faculties and partner institutions, assisting and guiding them, as they develop new programmes and/or redevelop existing programmes to meet new and emerging learner and industry requirements. They also work with programme teams during the delivery of the programmes, ensuring the ongoing quality and enhancement of the college's programmes are in line with national and international best-practice.

The work of the QAED team ranges from the development, quality assurance, and enhancement, of small microcredential programmes which can be delivered over a few days, to suites of interrelated undergraduate, postgraduate and masters' programmes, which may be delivered over several years.

The programmes supported by QAED span an array of specialisations, reflecting all of the disciplines offered by the college and its collaborative partners. Examples of subject areas include: advanced healthcare, bar management; building information modelling and graphic illustration; creative technologies and digital art; drama education; fashion design; film, TV and screen media production; global brand management; interactive digital media; legal studies and practice; music production for games; pharmaceutical business operations; procurement and supply chain management; and trust, safety and content moderation management.

There is also great variety in the delivery and assessment of the college's accredited programmes. Delivery schedules range from full-time, in-person, delivery on campus to part-time, block-release or blended or online delivery, involving reduced or no requirement for on-campus attendance. Programmes may also include work-based elements or stages, or may be delivered as an apprenticeship, where over 80% of the formal and assessed learning takes place in the workplace.

The QAED team seek to ensure that each of the college's programmes' designs and assessments are aligned appropriately to meet the specific needs, requirements and aspirations of their target learners, and employers of graduates. Identical support, management and review processes are used by QAED in respect of programmes offered by the college's partner institutions. Throughout all considerations, QAED place the needs of learners at the centre.

QAED team members enjoy working to exacting quality standards, knowing that the care and attention they apply directly benefit the learners. Their work is also central in safeguarding and building the Griffith College's external reputation as a leading provider of high-quality accredited tertiary-level education.



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### **Job Responsibilities include:**

- Development and review of the college's academic programme documents for consideration by external agencies.
- Support of academic managers and programme teams on programme development, management and administrative issues.
- Collaboration with programme directors and other college personnel in the completion of programme documentation.
- Support in the development and implementation of the College's quality assurance and enhancement policies and procedures
- Editing and finalisation of documentation to comply with the college's QAE practices
- Support of other aspects of academic development and management as required.
- Support for the research and preparation of reports and related information for communication to external validating and accreditation agencies, for example in respect of internal reviews, institutional reviews, quality audits, etc.
- Support the College's internal and external reviews by quality assurance agencies (e.g. institutional reviews, curricular reviews, applications for delegated authority, etc.)
- Preparing and maintaining relevant records, reports and files in accordance with agreed procedures.
- Compliance with campus policies and procedures in relation to health and safety and data protection regulations.
- Any other duties that fall within the employee's capabilities.

### **Candidate Profile – Requirements and Likely Attributes**

#### **Requirements (All)**

- Wide interests across a range of subject disciplines and welcomes opportunities to learn and explore new areas.
- Respectful and welcoming in all their interactions, supporting diversity and inclusion
- Enjoys paying attention to detail and producing written work to exacting standards
- Strong work ethic and commitment to delivering on goals, once agreed
- Works well on their own
- Works well as part of a team or multiple teams, meeting and supporting others to meet shared deadlines
- Deals with all information relating to activities undertaken, and information received, in the strictest confidence
- Ability and confidence to contribute to ongoing enhancement and improvements
- Flexible, agile and innovative
- Welcomes and supports change as a key enabler of ongoing quality improvements
- Excellent command of English and can write fluently for different target audiences
- Strong existing IT skills with an enthusiasm, ease and adaptability in integrating new skills
- Values their own academic qualifications and respects the importance and reputation of the college's qualifications for learners, employers and everyone involved in their development and delivery.



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**Likely Attributes (Most if not all)**

- Previous experience in “high stakes” administration requiring clarity and accuracy
- Previous administration experience in higher or further education
- Previous experience in a programme development role
- Previous experience in a quality assurance, enhancement or improvement role
- Previous higher education qualifications at master’s level (or equivalent experience)

**Why join Griffith College’s QAED?**

**Why join QAED**

- You will be playing a valuable and worthwhile role for learners, directly assisting and informing the design and quality of the college’s programmes
- You will get to produce work to exacting national and international standards
- You will have considerable variety and the opportunity to learn new skills
- You will gain valuable experience of higher education through your regular interaction with colleagues at all levels, from across the college’s faculties, departments and partner institutions
- You will join a team that welcomes and supports new members and their ideas
- You will be safeguarding and developing the reputation of the college’s programmes and the reputation of the learners’ awards.

**Why join Griffith College**

- It’s a friendly and supportive place to work with lots of opportunities to meet new friends
- You will have opportunities to advance your own experience and skills
- You will have opportunities to pursue further qualifications
- The college is respected as a leading provider of high-quality education ... since 1974

**How to Apply**

If you like producing good quality work, work well with others, and wish to advance your career in a friendly, supportive and dynamic environment, then please submit an up-to-date Cover Letter and CV to [opportunities@griffith.ie](mailto:opportunities@griffith.ie).

We would be delighted to have you on board!

*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 Department 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 for interview will be contacted.*