



Job Description

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

Quality Assurance and Enhancement Department

Griffith 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 design, develop and deliver new programmes and/or redevelop existing programmes to meet new and emerging learner, external examiner and industry requirements. We work directly with programme teams, during the delivery stage, to ensure that the ongoing quality and enhancement of the college’s programmes are in line with national and international best-practice.

Our work in assuring and enhancing quality extends across all programme related processes, for example, programme management; teaching, learning and assessment strategies; learner engagement, progression and retention; securing and acting on feedback from learners, lecturers, examiners and employers; and programme promotion.

The programmes supported by our team span an array of specialisations, reflecting all of the disciplines offered by the college and its collaborative partners. Examples of some recent subject area developments include: advanced healthcare, animation, bar management; film, TV and screen media programmes; graphic communication design; legal studies and practice; medical device technology; music production and audio technology; pharmaceutical business management; procurement and supply chain management; and trust, safety and content moderation management. Programmes at the college range from microcredential programmes which can be delivered over a few days, to suites of interrelated undergraduate, postgraduate and masters’ programmes, involving national, collaborative and transnational provision.

There is also great variety in the delivery and assessment strategies used on the college’s accredited programmes. Their delivery schedules range from full-time, in-person, delivery on-campus to part-time, block-release, 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.



In QAED we seek to ensure that all of the college's programmes' designs and assessments are appropriately aligned to meet the specific needs, requirements and aspirations of their target learners and prospective employers.

The college is delighted to work directly with partner institutions on a range of collaborative programmes, working with and supporting their teams using identical quality assurance and enhancement processes as those used on the college's own programmes. Throughout all our considerations, we place the needs of the learners at the centre.

We enjoy working to exacting quality standards, knowing that the care and attention we give directly benefits our learners. This work is also central in safeguarding and building Griffith College's external reputation as a leading provider of high-quality accredited tertiary-level education.

The college wishes to extend the capacity and impact of its QAED team with this appointment:

Quality Assurance and Enhancement Officer – Programme Development

Job Responsibilities include*:

- Developing and reviewing the college's academic programme documents for consideration by external agencies.
- Supporting academic managers and programme teams on programme development, management and administrative issues.
- Collaborating with programme directors and other college personnel in the completion of programme documentation.
- Supporting the development and implementation of the College's quality assurance and enhancement policies and procedures in association with the College's QAE department team.
- Editing and finalising documentation to comply with QAE practices
- Supporting 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.
- Supporting the College's internal and external reviews by quality assurance agencies (e.g. institutional reviews, curricular reviews, applications for delegated authority, etc.)
- Supporting other aspects of academic development and management as required.
- Preparing and maintaining relevant records, reports and files in accordance with agreed procedures.
- Complying 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.

This exciting position offers opportunities to progress within the QAE department and the wider college.



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 and timelines, 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 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.

Likely Attributes (Most if not all)

- Experience in “high stakes” administration requiring clarity and accuracy
- Administration experience in higher or further education
- Experience in a programme development role
- Experience in a quality assurance, enhancement or improvement role
- Qualifications at master's level (or equivalent experience)
- Experience as a lecturer / tutor in tertiary education

Why join QAED

- You will be playing a valuable and worthwhile role for learners, directly assisting and informing the design, quality and delivery 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, supports and develops 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
- You will get the opportunity to network with peers, both internally and externally.

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, and progress within the organisation
- You will have opportunities to pursue further qualifications
- The college is respected as a leading provider of high-quality education ... since 1974
- You may choose to be based at any one of the Griffith College locations in Dublin, Cork or Limerick
- You may choose to combine elements of remote working with campus-based work

****Notes:***

The above 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 proud and enriched by the rich diversity of its learners and staff. Candidates applying for the position must be eligible to work full-time for any employer in Ireland.