

**Job Title: Programme and Operations Manager (Education Sector)**

**Location: Dublin City**

**Salary: €DOE plus annual leave, pension, free onsite parking.**

*Recruitment Plus are now seeking a Programme and Operation Manager*

**Role:**

Our client is now seeking a Programme and Operations Manager to join their education centre team in Dublin.

The role will involve the implementation and monitoring of quality assurance mechanisms, supervising, hiring, and training of team members, monitoring and oversight of existing administrative function and processes and analysing their effectiveness; and creating strategies to improve productivity and efficiency.

**Role Responsibilities:**

- Responsibility will include working with colleagues in course design and ongoing monitoring to ensure delivery of a consistent high standard and student-centred approach to teaching and learning.
- You will work on programming and long-term planning.
- Implementation of standard processes in respect of design and delivery of courses
- Monitoring and implementation of quality assurance standards and measurements
- Assessment and examination procedures
- Validation and accreditation processes
- Operations and administrative function
- Occasional research and report writing
- There is ample scope within the role for professional and personal development and opportunities for innovation and creative approaches to improve both the operations side and the actual course delivery side of the function.

**Skills and Experience Required:**

- The successful candidate will have a positive attitude, excellent interpersonal skills and a collaborative working style.
- **Previous experience in an education management capacity, particularly previous experience managing a large team, is essential.**
- A legal education background desirable.
- Post graduate degree in suitable field
- Previous management experience in the education sector
- Prior experience managing a large team.
- The successful candidate must have an understanding of educational and course design theory, assessments and validation processes.
- Must have an ability to work well under pressure, good time management and organisational skills and a willingness to be proactive, working with purpose and willingness to work flexible hours
- Experience with assessment and examinations
- High-level of communication skills
- Self-starter and willingness to contribute ideas
- Excellent IT skills and confident in providing direction to improve and develop a digitised environment
- Providing innovative solutions to more efficient ways to work

- Outstanding attention to detail.

**Interested parties should email your CV in confidence to Lorna through the following link:**

<http://www.recruitmentplus.ie/job/programme-and-operations-manager-s009468/>

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