

ADVERT ID 107869 \*

## General

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### Hibernia College

hr@hiberniacollege.net

<https://www.hiberniacollege.net>

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#### MAIN DETAILS

<b>Status:</b>	Deactivated
<b>Level:</b>	Higher & Further Education
<b>Date Posted:</b>	Wed Jul 11 2018 13:30:33
<b>Application Closing Date:</b>	Fri Aug 24 2018
<b>Commencement Date:</b>	Mon Sep 24 2018
<b>Status of Post:</b>	Permanent
<b>Number of Vacancies:</b>	1

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#### POST DETAILS

**Title:**

QA Officer

**Description:**

Hibernia College is Ireland's only QQI accredited online college. We specialise in postgraduate and Continuing Professional Development (CPD) programmes for students and professionals across the globe. Our mission is to make a significant contribution to the development and access to innovative education.

We are now seeking to recruit a Quality Assurance Officer. The purpose of this role is to manage and implement quality assurance systems and procedures designed to enhance and monitor the effectiveness of College. Reporting to the Registrar, the Quality Assurance Officer is required to work independently and be self-directive.

The Quality Assurance Officer will also work closely with the Academic Dean as well as Programme Directors. The role will also require significant interaction with faculty and staff, as well as other senior administrators.

**Role and Responsibilities:**

Quality Assurance Implementation

- Proactively initiate quality assurance activity within the College disseminating a clear understanding of the Standards and Guidelines for the Quality Assurance of Higher Education 2015 and its effective implementation.
- Produce analytical and evaluative reports in relation to the effectiveness of programmes and College processes presenting information in attractive and understandable ways to enhance decision-making. For example:
  - o Manage the tutor, student and graduate feedback process.
  - o Undertake research and statistical analysis in respect of College programmes and benchmarking data from other providers in Ireland and Abroad
  - o Carry out and report on comparison studies between the College and other providers regarding recruitment, retention and achievement.
- Support programme directors in programme validation and programmatic review activity and oversee the implementation of the approval process.
- Support the Registrar in ongoing self-evaluation and review activity including Institutional Review and liaison with all accrediting bodies.
- Maintain and manage an effective electronic file management system for the College Registry and be prepared to produce records/documents on demand from college officers and external bodies.
- Co-ordinate Academic Board and act as Secretary to same.
- Manage effective communications about quality assurance to the College community.

#### Quality Improvement

- Working with programme directors, develop programme/school/College based quality improvement plans and monitor their implementation.
- Develop training packages for faculty, based on Hibernia College policies and procedures and deliver training to faculty on QA policies and guidance, as appropriate.
- Monitor and report on implementation of externally imposed College improvement plans.

#### Programme Management

- Support Programme Directors in compiling monthly reports incorporating programme statistics.
- Manage and co-ordinate programme committees and monitor annual programme evaluation and action planning.
- Manage and monitor implementation of the academic calendar across all programmes.

#### Act as an Ambassador for Hibernia College

- Represents the College at appropriate events.
- Maintains an external profile through engagement with appropriate bodies and organisations.
- Perform any other reasonable duty commensurate with the level of the role.

#### Requirements/Qualifications

A capable and confident Masters graduate with proven experience of engaging with academic institutions and working with Board and Committee structures either as an employee or as student representative or other stakeholder.

Proven ability to lead diverse and far-reaching projects, produce high quality work under pressure and negotiate effectively to command the respect of senior level stakeholders

Proven ability to undertake research, statistical analysis, report writing and data visualisation (combing quantitative and qualitative assessments).

Excellent IT, communication, time management and organisational skills are essential as is the ability to use initiative, work under pressure and demonstrate excellent attention to detail.

Knowledge and at least two years employment experience of a higher education environment is essential.

Knowledge of Quality Assurance processes in Higher Education is desirable including familiarity with the systems and processes of awarding or quality assurance bodies such as QQI, or QAA or professional accrediting bodies for example.

Proven ability to work both independently and as part of a team and be able to co-ordinate the activities of others is essential.

Annual Salary will be commensurate with experience. Closing Date for competition is 24th August, 2018

#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

#### Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [hr@hiberniacollege.net](mailto:hr@hiberniacollege.net)  
**County:** Dublin  
**Email Address:** [hr@hiberniacollege.net](mailto:hr@hiberniacollege.net)  
**Phone:**  
**Website:** <https://www.hiberniacollege.net>