



DCU Business School

Accreditation and Assurance Officer (Grade V)

Permanent

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused School which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Relationships

The successful candidate will report to the Executive Dean of DCU Business School or his/her nominee and will work proactively with the Deputy Dean, Associate Dean for Teaching and Learning, Associate Dean for Research, Faculty Manager and other key academic and administrative colleagues. S/he will also liaise with relevant internal and external stakeholders and will represent the faculty on matters relating to quality assurance and accreditation.

Function and duties

Working as part of the School's larger administration team, the successful candidate will be responsible for quality improvement in the faculty and will ensure that DCU Business School's

submissions concerning international and professional accreditations are completed to the highest standards and in a professional, efficient and effective manner. S/he will play a leading role in the School's AACSB, AMBA and other accreditation processes and will coordinate all required accreditation documentation along with the visits of accreditation panels or representatives from associated organisations. Additionally, s/he will be responsible for the compilation and submission of information to ranking and award schemes. S/he will represent the School at relevant meetings, conferences and seminars and will maintain close relationships with key individuals both internally and externally. In addition, the Assurance and Accreditation Officer will have responsibility for managing assurance activities across the School for the purposes of programme development and evaluation, accreditation, and School effectiveness. Working closely with the School's Management Team, s/he will;

- develop and implement the accreditation plan for the School
- coordinate accreditation activities, policies and procedures, including assurance of learning (AoL) and academic programme reviews
- manage the design and implementation of systems for collecting, analysing, and reporting data related to student achievement and learning, programme performance, research output, industry engagement and School effectiveness
- work with various constituents to interpret data and facilitate the use of the information for ongoing improvement in activities across the School
- work with the Institutional Research Officer and other University stakeholders on a variety of projects and reports
- Any other duties which may be assigned from time to time by the Executive Dean or his/her nominee

Mandatory experience and qualifications required:

Person specification:

The successful candidate should be capable of managing and prioritising a varied and substantial workload. S/he must demonstrate significant initiative, be capable of working independently and of taking clear responsibility for the functions assigned to the role. S/he will be professional, enthusiastic and have excellent interpersonal, organizational and communication

(oral and written) skills. S/he will have a demonstrated ability to successfully manage relationships with a wide variety of agencies and individuals and s/he will have a track-record of working effectively as part of team. The successful candidate must have a relevant third level qualification (level 8) and should also have a minimum of three years' experience in a similar role.

The competencies required for this post are:

Building & Maintaining Relationships

Have the ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation and to show respect for the contribution of others. Have proven experience of working successfully in a team environment.

Personal Effectiveness / Excellence

Continuously strive to learn about how things are done, why they are done that way and how the role impacts on everything. Be effective in planning and managing his/her workload.

Problem solving & Decision Making

Be capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience

Salary Scale: €46,917 - €56,534 per annum (Senior Administrative Assistant I - Grade V)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy. Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing date: 17th September 2018

Informal enquiries to: Office of The Executive Dean, DCU Business School,
e-mail: ea2businessdean@dcu.ie tel: +353 (0)1 700 5659

Application Procedure:

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by email to hr.applications@dcu.ie , Fax: +353 (0)1 7005500,
or by post to the Human Resources Department, Dublin City University, Dublin 11.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #950 Accreditation and Assurance Officer (Grade V), DCU Business School

Dublin City University is an equal opportunities employer