



DUBLIN CITY UNIVERSITY
Director of Quality Promotion
Quality Promotion Unit
(3 Year Contract)

Background

The DCU Quality Promotion Unit exists to promote, support and facilitate continuous quality enhancement activities across all units, academic and administrative, throughout the University.

Principally this involves the management of the University's Quality Review Process for Schools, Faculties and Units by: providing assistance and advice to Heads of Schools, Executive Deans of Faculties, Directors of Units and all other academic and administrative staff engaged in the review processes; liaising with external reviewers; tracking the implementation of recommendations arising from the review processes, analysing their outcomes at an institutional level and disseminating good practice arising from them.

The Quality Review Process at DCU is overseen by a representative, university-wide committee called the Quality Promotion Committee (QPC). The QPC functions as a committee of the University Executive Committee and is chaired by the DCU President or his/her nominee (normally the DCU Deputy President). The role of QPC is, principally, to:

- promote an ethos of self-evaluation and continuous quality improvement within the University, and seek thereby to enhance the student and staff experiences
- advise and make recommendations to University's Senior Management, Executive Committee and Academic Council on policies for quality assurance and enhancement arising from: the University's responsibilities under the Universities Act (1997); from the activities of Quality and Qualifications Ireland (QQI) and from the requirements of national agencies such as the Higher Education Authority that have a remit for quality in higher education
- advise Senior Management, Executive and Academic Council on the establishment of a framework of principles, policies, priorities, procedures and good practice for the promotion of outstanding quality in teaching, research and administration across the University.

DCU Incorporation Programme

Dublin City University (DCU), St Patrick's College Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI within the 'New DCU' by September 2016.

The 'DCU Incorporation Programme' is bringing a significant degree of change for all four institutions. The remit and functions of the DCU QPC are being developed to manage the 'New DCU', bringing together best practice from all four institutions.

The Position

DCU is seeking to appoint a Director of Quality Promotion to head up the Quality Promotion Unit. The role is an important one for the University and offers an exciting opportunity to contribute to its future while playing a key role with a prominent institution-wide remit.

The Director of Quality Promotion reports to the Chair of the QPC, sits on the QPC as its Secretary and is an ex officio member of the University's Education Committee. As Director, the successful candidate will be responsible for the promotion, implementation and future development of the University's Quality Promotion strategies and procedures.

The appointment will be on a full-time, fixed term contract of **3** years, and may possibly be offered as a secondment arrangement.

Applicants must hold an honours degree, preferably also a PhD, and have completed their probationary period in the University or in one of the Incorporating Institutions.

Key Tasks

- Lead the Quality Promotion Unit and ensure that it functions effectively
- Promote a culture of quality improvement in the University
- Develop, maintain and communicate, in conjunction with the Quality Promotion Committee, integrated quality assurance/quality enhancement procedures for DCU
- Direct the periodic evaluation of quality assurance/quality enhancement procedures, in conjunction with the Quality Promotion Committee.
- Co-ordinate and support the self-assessment and evaluation of quality in Faculties, Schools and Units, and across thematic areas of the University
- Represent the University on appropriate external bodies and disseminate information on their deliberations to the Quality Promotion Committee and throughout the University
- Liaise with the Quality and Qualifications Ireland (QQI) and similar external bodies
- Assist the Quality Promotion Committee in the formulation of policy on quality assurance and quality improvement
- Maintain knowledge of best practice in the field and to contribute to this as appropriate
- In conjunction with the Quality Promotion Committee, assess and advocate on the resource implications of quality reviews to DCU's Senior Management and Executive Committee.
- Advise Executive Committee on issues relating to the European Universities Association (EUA) external review of Irish universities.

- To draft the annual report for DCU's Executive Committee, Academic Council and Governing Authority.
- To undertake such other duties as the President or his/her nominee may require.

DCU Incorporation will mean that the Director of Quality Promotion will be responsible for the internal quality review process of a new fifth faculty of DCU, the DCU Institute of Education, and its constituent schools.

Competency Profile

- Ability to formulate and implement policy.
- Comprehensive knowledge of best practice relating to quality assurance/quality improvement in the university sector and the statutory basis for this.
- Clear and logical analytical skills.
- Excellent interpersonal and communication skills.
- Clear understanding of, and the ability to report on, the financial and other implications of the University's quality assurance / quality enhancement processes.

Salary: Commensurate with experience and qualifications

Closing Date: 30 September 2015

Application forms are available from:

<http://www.dcu.ie/vacancies/index.shtml>

Human Resources Department, Dublin City University, Dublin 9.

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