

DCU Business School
Accreditation and Assurance Officer (Grade IV)
(Five year contract)

An innovative and dynamic Business School, DCUBS offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. Working in close collaboration with other DCU faculties, business interests in the public and private sectors, and its international partners, the School's portfolio of programmes is regularly updated and expanded to reflect the changing needs of business and society.

Advertisement

DCUBS invites applications for the post of Accreditation and Assurance Officer. The appointee will be responsible for quality improvement in the faculty and will ensure that DCUBS applications for international accreditations are carried out in a proactive and highly professional manner. He/she will report to the Executive Dean and will work closely with the faculty on matters relating to accreditations and internationalisation. In particular, s/he will work proactively with members of the management and administrative teams and with key external stakeholders.

Function

The Accreditation and Assurance Officer will have responsibility for directing the assessment activities across DCUBS for the purposes of program development and evaluation, accreditation, and institutional effectiveness. In particular, s/he will develop and implement the assessment and accreditation plans for DCUBS in conjunction with the faculty; coordinate all accreditation activities, policies and procedures, including academic program assessment reviews; management of the design and implementation of systems for collecting, analyzing, and reporting data related to student achievement and learning, program performance, and institutional effectiveness; will work with faculty to implement various forms of e-assessment, including but not limited to, development and validation of rubrics, program feedback loops, and reports; will work with various constituents to interpret data and evidence collected, and will facilitate the use of the information for ongoing improvement in programs and student learning; will oversee the implementation and use of assessment surveys, including but not limited to end-of-course evaluation; and will work with the Institutional Research Officer on a variety of studies and reports. The Quality Officer will also play an active role in the school's internationalisation activities.

Duties and Responsibilities

The following is a broad but not exhaustive list of the principal duties of the post: the successful candidate would set-up an IS (e.g. web-based) data/information system to efficiently collect relevant data and information for international accreditation.

Liaison with accreditation bodies

- Liaising with Chairpersons of DCUBS taught and research programmes on quality improvement and accreditation matters
- Acting as administrative co-ordinator for accreditation processes
- Attendance and minuting of regular project meetings
- Project management of the collection and collation of a large volume of material
- Administration of the archive of accreditation material in an efficient and timely manner
- Ensuring that documents retained within archives are securely stored and easily retrievable
- Liaison with international partners where appropriate.

Research

- Conducting and presenting analyses of competitor programmes and structures
- Preparing briefing documents for accreditation initiatives
- Preparing statistical reports and other information as required

Events Organisation

- Coordinating accreditation and peer review visit activities
- Attending relevant meetings and conferences
- Organising visits from accreditation partners in conjunction with Deputy Dean and other staff

General Administration

- Provision of full administrative support for the accreditation process
- Secretarial work use of word processors and word-processing facilities, use of photocopiers and binding machines, filing.
- Arranging meetings, booking rooms for meetings, preparation of agenda, taking minutes of meetings and writing them up.
- Preparing Standard Operating Procedures to cover the accreditation process as required
Assisting with compilation and preparation of documentation and promotional materials for an accreditation application.
- Establishing and maintaining a functional document and procedures library
- Engaging with both internal and external organisations on the requirements for Accreditations
- Other duties as required

Requirements:

The post holder should be capable of managing and prioritising a varied and substantial workload. S/he must demonstrate significant initiative, be capable of working independently, and taking clear responsibility for the functions assigned to the role. The post holder will be expected to set-up a web-based IS data/information system to efficiently collect relevant data and information for international accreditation. The post holder must also show flexibility and be a team player. S/he will be enthusiastic, have excellent interpersonal and organisational skills, and a

demonstrated ability to successfully manage relationships with a wide variety of agencies and individuals. The successful candidate must have a relevant third level Degree and should also have a minimum of three years' experience in a similar role. This position requires excellent writing and communications skills and experience drafting and editing reports, working collaboratively and successfully with faculty committees, and interacting effectively as a leader and as a member of a team.

Required competencies:

1. Building & Maintaining Relationships

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU

2. Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload

3. Problem solving & Decision Making

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

4. 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

This is a 5 year contract post

Salary Scale: €37,361 - €50,750
Subject to qualifications and experience

This salary scale may be affected by the provisions of the 2011 Budget

Closing Date: 18th March 2011

This post has been approved by Budget Committee and Executive as it is considered to be part of the essential services of the University.

Informal enquires: Ms. Ursula Baxter, Senior Faculty Administrator, DCU Business School. E-mail: ursula.baxter@dcu.ie

Application forms are available from: **Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie**

