

Job Description

TITLE:	Director for Graduate and Professional Development (PWT) Permanent Whole-Time
LOCATION:	Galway
REPORTING TO:	Vice President for Research and Innovation

ROLE SUMMARY:

The development of postgraduate programme provision and student enrolment are key objectives at GMIT. The main function of the Director for Graduate and Professional Development is to innovatively and strategically lead the development, delivery and quality assurance of the Institute's postgraduate and accredited Professional Development (PD) programmes. The Director for Graduate and Professional Development will direct postgraduate programme development Institute-wide, and will be responsible for ensuring GMIT's postgraduate and PD programmes meet the:

- Standards stipulated by Quality and Qualifications Ireland (QQI) and other external professional bodies;
- Needs of stakeholders including students, society, enterprise and the region; and,
- Quality assurance standards required at GMIT, and implemented by its academic Programme Boards.

The Director for Graduate and Professional Development will be responsible for the delivery of supports to Programme Boards to expedite their development of postgraduate and PD programmes. The Director for Graduate and Professional Development will liaise with Programme Boards, and external stakeholders to maximise postgraduate programme relevance and co-funding opportunities. This will require interaction with European and international bodies, state and semi-state agencies, industrial and civic stakeholders. A key priority is the development of industry-based postgraduate and PD programmes that meet changing labour market and stakeholder needs, whilst also satisfying the requirements of Technological University designation criteria.

REQUIREMENTS:

Minimum:

- An Honours degree (2.2 or higher) in a relevant Level 8 degree (as specified in the National Framework of Qualifications) or equivalent;
- Five years relevant post-qualification experience.
- The recommended candidate must also pass a medical examination prior to taking up duty.

Desirable:

- Post-graduate qualifications;
- Substantial record in strategy and innovation;

- Background in post-graduate programme innovation and development;
- Evidence of leadership and management skills;
- Thorough understanding of the nature of third-level education in Ireland;
- Experience of relevant funding programmes and mechanisms.

DUTIES:

The appointee will carry out such duties as are assigned, including:

- Development and implementation of a strategic plan for postgraduate programme development;
- Assisting the development of existing and new postgraduate programmes, including those spanning disciplinary boundaries;
- Promotion of synergies between postgraduate education, research, and enterprise development;
- Management and development of a successful Department of Graduate Studies and PD, focused on:
 - Assuring and enhancing programme quality;
 - Supporting, developing and appraising the performance of GMIT's postgraduate programme delivery.
- Maintaining the Institute's catalogue of postgraduate and PD education programmes;
- Liaison with international, state and semi-state agencies, business, industrial and commercial interests relevant to postgraduate programmes;
- Advocating for postgraduate and PD programmes, and provision of representation on administrative matters, educational policy and quality assurance;
- Co-ordination of institutional efforts to recruit, admit, orientate, and otherwise support postgraduate students;
- Assisting postgraduate programmes in maintaining their programme, student and alumni data;
- Assisting programme boards in competing for external funds from industry and agencies to support postgraduate and PD education;
- Cooperative participation in development efforts with, *inter alia*, the Office of the Academic Affairs; Research & Innovation Office; and International Office;
- Implementation of Institutional policies, procedures, and strategic plans;
- Performing other duties as assigned.

Salary Scale: €68,498.00 - €87,279.00 (Senior Management Grade) (9 Increments)