

## **Job Description Summary**

**TITLE:** Head of Mayo Campus – Permanent Whole Time (PWT)

**THE ROLE:** The Head of the Mayo Campus of GMIT will be responsible for the academic leadership and administrative management of the Mayo Campus. He/she will be a senior member of the Executive of the Galway-Mayo Institute of Technology and will advise the President in relation to the policy and strategy of the Institute. In addition, the holder of the post will take responsibility for particular aspects of the Institute's strategy.

The Mayo campus plays an important role in the local community and business environment. The Head of the Mayo Campus will need to lead and respond to changes in the context of "The National Strategy for Higher Education 2030" and the Strategies of Galway-Mayo Institute of Technology, in particular collaboration with partner Institutions in the Connacht Ulster Alliance and the West Regional Cluster.

The person appointed will need to ensure that all staff working at the Mayo Campus know and feel that they are an important part of an integrated Galway-Mayo Institute of Technology. Equally, all students must be encouraged and facilitated to develop their full potential.

The Head of the Mayo Campus should display strong leadership skills, have excellent interpersonal skills, have a capacity to lead change and a commitment to supporting students and the region.



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**REPORTING TO:** President

**REQUIREMENTS:**

**Minimum:**

- An Honours degree (2.2 or higher) in a relevant Level 8 degree [as specified in the National Framework of Qualifications (NFQ)] 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 qualification.
- Thorough understanding of the nature of third-level education in Ireland.
- Evidence of leadership and management skills.
- Background in curriculum innovation and development.
- Relevant industrial experience.
- Substantial research record.

**DUTIES:**

The appointee will report to the President.

The appointee will be responsible to the President for the efficient and effective management and control of the area of responsibility, and for its development in accordance with Institute policy and plans.

The appointee will be expected to play a leading role in the strategic development of the Institute and will assist the President, as required, in the management and running of the Institute. The Institute wide duties to be undertaken by the appointee may vary from time to time.



The appointee will act as a leader in quality assurance issues and will implement agreed quality assurance and other procedures including progression, complaints processing, grievance and disciplinary, etc.

The appointee will lead, direct and manage the academic programmes at the Mayo Campus of GMIT including teaching, research, programme development and design, academic assessment and academic administration.

The appointee will, subject to Institute policy and procedures, manage the Mayo Campus through the Heads of Department as part of the Institute's management team and formulate and agree on Campus and Departmental policy.

The appointee in carrying out his/her functions will have full regard for the functions of the President, Vice President Academic Affairs and Registrar, Vice President Finance and Corporate Services, Vice President for Research and Innovation and will work with these and the Heads of School/Department from the other Schools and Departments in the overall development of the Institute and its courses.

The appointee will carry out such duties as are assigned by the President including but not limited to:-

- providing overall management and administration of the Mayo Campus
- providing academic leadership and scholarship and ensuring that the range of courses provided by the Mayo Campus meet student, Institute, regional and national needs
- preparing a rolling strategic and operational plan for the Mayo Campus and constituent Departments which is consistent with Mayo Campus and Institute objectives
- playing a leading role in development, implementation and maintenance of quality assurance procedures at Institute and Campus level
- directing and supervising, as appropriate, the work of members of staff of the Mayo Campus through the Head(s) of Department, including evaluating staff performance and taking responsibility for the academic standards of this work and acting in an advisory capacity and as a professional support in academic matters
- advising on and participating in recruiting suitably qualified staff and managing in consultation with relevant members of Institute management the development and implementation of a staff development programme for the Mayo Campus
- maintaining appropriate Campus records; administering the budget, and providing information and reports as required by the President



- teaching classes for up to 105 hours per annum and carrying out assessment, monitoring and evaluation of examination work and providing an academic and consultative support to students in their learning activities; directing and supervising the work of Tutor/Demonstrators and taking academic responsibility for the academic standards of this work
- playing a pivotal role in fostering and developing research and scholarship
- participating in committees and meetings as required
- participating in appropriate activities, including external activities, necessary to the development and promotion of the Campus and the Institute; advising on the promotion and marketing of the Institute and its courses and advising on student intake
- carrying out such other appropriate duties as may be assigned by the President from time to time

The performance of this work will require regular attendance at the Institute in addition to class contact hours during the normal working week.

The appointee will carry out the lawful instructions of the President and comply with the policies and procedures of the Institute and with the requirements and regulations of the Minister for Education and Science.

**SALARY SCALE:** Senior Lecturer III €79,733.00 - €101,579.00 (9 Increments)