

Title:

Head of Department, School of Business – Permanent Whole Time (PWT)

The Role:

The appointee will be responsible to the President through the Head of School for the efficient and effective management and control of the Department and, with the approval of the Head of School and the President, for its development. The Department sits at the nexus of education practice and research for business in the Digital Economy. Programmes in this area may include: Information Systems, Business Analytics, Blockchain, Accounting, Finance & Economics, Marketing & Sales, Entrepreneurship, Agricultural Entrepreneurship and Social Enterprise.

The appointee will act as an advisor to the Head of School in quality assurance issues and will participate in quality assurance procedures such as progression assessments, complaints processing etc.

The appointee will report to Head of School and through him or her to the President and will assist the Head of School and the President as required in the management of the Department and Institute.

The appointee will have a leading role in the academic direction of courses including teaching, research, academic assessment and academic administration.

The appointee in carrying out his/her functions will have full regard for the functions of the Vice President for Academic Affairs & Registrar, Vice President for Finance & Corporate Services and Head of School.

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| <p>Title:</p> | <p>Head of Department, School of Business – Permanent Whole Time (PWT)</p> |
| <p>Location:</p> | <p>Galway</p> |
| <p>Reporting To:</p> | <p>Head of School</p> |
| <p>Requirements:</p> | <p>Minimum:</p> <ul style="list-style-type: none"> • 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. <p>Desirable:</p> <ul style="list-style-type: none"> • Post-graduate qualification. • Substantial research record. • Relevant industrial experience. • Background in curriculum innovation and development. • Evidence of leadership and management skills. • Thorough understanding of the nature of third-level education in Ireland. |
| <p>Duties:</p> | <p>The appointee will report to the Head of School.</p> <p>The appointee will be responsible through the Head of School to the President for the efficient and effective management and control of the assigned Department, and for its development in accordance with Institute policy and plans.</p> <p>The appointee will lead, direct and manage the academic programmes at Department level including teaching, research, programme development and design, academic assessment and academic administration.</p> |

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

The appointee will manage and direct the staff of the Department including timetabling and evaluating staff performance.

The appointee will work with the Head of School and develop, agree, implement and manage School and Department policy.

The appointee will carry out such duties as are assigned by the President/Head of School as appropriate, including but not limited to:

- Developing a rolling strategic and operational plan for the Department consistent with School and Institute objectives and ensuring the staff are continuously advised on plans, policy and other necessary matters.
- Providing overall management and administration of the Department, including managing the Department budget and maintaining appropriate records and making available information as required by senior management.
- Playing a leading role in the development, implementation and maintenance of academic quality assurance arrangements.
- Providing academic leadership and scholarship on existing and new courses, in course development and in course coordination.
- Directing and supervising the work of members of staff of the Department, including evaluating staff performance and acting in an advisory capacity and as a professional support in academic matters to colleagues.
- Advising on and participating in recruiting suitably qualified staff and managing in consultation with the Head of School and other relevant members of Institute management the development and implementation of a staff development programme for the Department.
- Participating in appropriate activities, including external activities, necessary to the development and promotion of the Department, School and the Institute; advising on and participating in the promotion and marketing of the Department, School and Institute, its research, and its courses including the preparation of marketing literature and brochures and advising on student intake.
- 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.

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| | <ul style="list-style-type: none"> • Working with the central management team [e.g. Vice President for Academic Affairs & Registrar, Vice President for Finance & Corporate Services] and other Heads of School and Department as required and participating in committees as required from time to time. • Liaising with awarding bodies, trade and professional organisations, government agencies etc. as required. • Advising on equipment and physical requirements. • Participating in committees and meetings as required. • Carrying out such other appropriate duties as may be assigned by the Head of School from time to time. <p>The appointee will carry out the lawful instructions of the President and comply with the requirements and regulations of the Minister for Education and Skills.</p> <p>The performance of this work will require regular attendance at the Institute in addition to class contact hours during the normal working week.</p> <p>Salary Scale: Senior Lecturer II €77,943.00 - €99,480.00 (10 Increments)</p> |
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