

Position: Course Director – ICT  
Department: Schools  
Reporting to: Head of Academic Programmes

Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., a leading international provider of higher education, professional development and lifelong learning programmes.

**Benefits at DBS:**

- 24 days of annual leave entitlement
- Personal Retirement Saving Accounts (PRSA)
- Life Assurance & Disability
- VHI Group Scheme
- Free places on all internal courses (including online DBX courses) also discounts for family members
- Tax Saver Travel Tickets
- Cycle to Work
- Sports and Social Club
- 2 Volunteering Days
- Employee Assistance Programme

We are currently recruiting for the position of Course Director in the following area:

- ICT/BIS/BSc Computing/MSc Computing/Analytics/MSc Information & Library Management

**ROLE PURPOSE**

This post is one of a small number that collectively will form an integral part of the academic leadership of the College, working in an integrated and cohesive way with Head of Academic Programmes, Registrar, Head of Faculty and School Operations and others. Responsible for; programme quality and governance, driving programme development, ensuring programmes are academically robust in construct, providing oversight to programme teams to ensure quality is assured in programme teaching and assessment, working with Marketing to assist in programme (and DBS) promotion, student recruitment, corporate sales, and partner management.

## **JOB RESPONSIBILITIES**

### **Academic Leadership**

- Provide academic leadership to the team of staff who contribute to the teaching and assessment of the programmes they manage.
- Lead existing programmes through programmatic review and new programmes through validations. Lead programme teams in the continuous review and improvement of programmes including module or programme modifications (outside of PR) in liaison with faculty and the management team.
- Foster an environment within the programmes that promotes the DBS research, innovation and enterprise strategy.
- Review and make recommendations on APEL/RPL files.

### **Teaching, Learning & Assessment**

- Keep up to date with learning and teaching developments and be alert to best practice.
- Direct the programme team to ensure the subjects are taught and assessed in accordance with the Approved Course Schedule (APS).
- Carry out a final review/audit of programme documentation to ensure teaching schemes, module guides, reading lists, assignments and examination papers are relevant, current and appropriate to the level.
- Ensure that continuous assessment is balanced across the academic year; draft the assessment and moderator schedule in conjunction with the relevant Faculty Manager.
- Prepare and manage the programme action plan based on feedback from External Examiners, Module Review and Development Plans (MRDPs), Student Feedback and ongoing review against the requirements of the Quality Assurance Handbook (QAH).
- Ensure all exam papers for modules on their programmes are written and moderated on time.
- Undertake teaching duties as appropriate to the requirements of a programme and consistent with the area(s) of expertise of the post holder.
- Lead and provide programme oversight at Examination Boards.
- Address matters at a programme level, identify missing grade/borderline results and resolve in advance of internal Examination boards, liaising with Faculty Management where lecturers have not completed pertinent actions.

### **Student Support and Guidance**

- Along with academic administration staff in the Academic Operations Department and Subject Leaders and other specialists as appropriate, ensure that all students on the programme are inducted effectively.
- Ensure that students enrolled on the programmes are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care (in conjunction with the Level Manager), fulfilling the policies and procedures of the School and utilising appropriate channels.
- Organise the selection of class representatives for each level of the programme and chair the meetings.
- Respond in a timely manner to programme related academic queries from students.

### **Student Retention & Progression**

- Work with lecturers to review student engagement through overseeing attendance and continuous assessment submission through Moodle, supported by the Academic Operations team.
- Report to the appropriate Board of Studies, or equivalent board, on all programme related matters such as student numbers, attendance and performance indicators.

- Work closely with the Student Retention Officer in the monitoring of student performance on the programmes.

### **Operations**

- Review programme material included in DBS brochures and on the website.
- Attend Open Events (or, in liaison with Faculty Management, nominate a representative as required).
- Organise regular programme team meetings and attend relevant meetings where appropriate (Exam Boards/Board of Studies/Faculty Meetings).
- Assist Faculty/Line Managers in the staffing of programmes and participate in the recruitment to new posts linked to the programme.
- Review timetables to ensure the correct number of modules and hours are scheduled.
- Advise, coach and support colleagues using personal knowledge and experience.
- Produce reports and management information as required, e.g. programme and annual reports and MRDP's.

### **Other**

- Undertake other duties commensurate with the level of the role.
- Sit on various College Boards and Committees as required.
- Whilst no direct line management responsibility for teaching staff, accountable for ensuring academic direction in relation to the programme's construct, teaching/assessment.

### **PERSON SPECIFICATION**

The post holder will possess the following essential attributes:

- Qualified to Masters level.
- At least 5 years proven academic experience in the higher education sector.
- A strong understanding of academic programme construction and delivery.
- A strong understanding of academic regulations.
- A strong understanding of customer service and an appreciation of the requirements of a private educational institution.
- Experience of working with a broad range of stakeholders at various levels within an organisation.
- Ability to foster and maintain relationships.
- Outstanding leadership skills.
- Ability to inspire people.
- Ability to work as part of a team as well as independently.
- Excellent communication skills.

All appointments are subject to passing Garda Vetting and providing proof of eligibility to work in Ireland (upon being invited to interview).

To apply please send your CV and cover letter to [recruitment@dbs.ie](mailto:recruitment@dbs.ie)

**Closing date for receipt of applications will be close of business on the 1<sup>st</sup> of September 2017.**

*This job description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post-holder and their manager.*