**BAINISTEOIR FORBARTHA CLÁR ETBanna/ETB Programme Development Manager**

**(Assistant Principal Officer)**

For National Tertiary Pathways Project in partnership between Galway Roscommon ETB, Mayo Sligo Leitrim ETB, Donegal ETB & ATU

**Candidate Information — Purpose of the role**

This is a three year fixed-term senior position. The role is to lead, develop and implement the GRETB, MSLETB, Donegal ETB, and ATU contribution to the National Tertiary Office’s FET/HE Programme Development programme. Specifically, the appointee will have responsibility for the consultation, development, and implementation new tertiary degree programmes across a range of disciplines in partnership collaborations partners, Atlantic Technological University.

 **Background to National Tertiary Office and Collaborative Initiatives**

D/FHERIS’ *Statement of Strategy 2021 to 2023* outlines six strategic goals, one of which centres around developing talent and skills. Crucial to the achievement of this goal is the provision of diverse and progressive pathways for learners, enabling progression across and between different institutions.

The publication of the funding and reform framework for higher education, *Funding the Future* highlighted the creation of a unified, balanced and integrated knowledge and skills system as one of its five priority strands of work. The system will be characterised by clear and extensive pathways for learners, and an expansive qualifications frameworks aligned to current and future knowledge and skills needs.

The vision for *‘Progressing a More Unified Tertiary System for Learning, Skills and Knowledge’* was set out in the policy platform paper published in May 2022. The paper outlines how the creation of more diverse and better-aligned learning and development opportunities as well as more extensive pathways, will enable students’ personal growth, the development of talents, and the promotion of lifelong learning. In this context, the Department recognises that pathways and transitions between sectors require further development and expansion.

In support of this ambition GRETB, MSLETB, Donegal ETB and ATU have been tasked by Solas & the HEA to develop unified degree programmes that are co-authored, co-developed, and delivered across FE & HE.

**Job Description**

GRETB, MSLETB, Donegal ETB and ATU are inviting expressions of interest from appropriately qualified and experienced academic and professional individuals for this role. The appointed candidate will be the GRETB, MSLETB, Donegal ETB and ATU Project Lead for this national initiative and will be responsible for informing and implementing policy, practices and guidelines developed by the National Tertiary Office.

The role will involve taking the lead in developing/delivering the following:

* Leading and Supporting FET/HE programme development team on Research, Consultation and Authoring of specific programmes to be delivered on a joint FET/HE basis.
* Progressing programme proposal(s) through validation and approval processes.
* Developing a joint programme development process and associated supporting materials for future developments and initiatives.
* Strategic Engagement with FET and HE partners in the broader tertiary landscape.
* Supporting stakeholder engagement as part of the development process.
* Ensure appropriate cross-reporting between the ETB and HEI partners in relation to workload allocation, governance and progression of ‘curriculum gap analysis’ in advance of development and implementation of new programmes.

All programmes developed under the scheme should be **learner-centric**, with a **defined learner journey through to professional practice / industry placement** where appropriate. The programmes will seek to;

* Embed Technology Enhanced Learning;
* Advance Student Engagement and Leadership;
* Demonstrate Innovation in T&L practice;
* Explore and adopt new modes of delivery;
* Evolve and enhance signature pedagogies of primary discipline/practice
* Embed industry engagement and participation;
* Anticipate and design for future graduate pathways.

The successful candidate will also manage the process of securing, managing, allocating, and reporting on any future funding allocation for GRETB, MSLETB, Donegal ETB, and ATU relative to the needs of this project and other unified tertiary initiatives. They will work with internal stakeholders to develop a strong foundation for future collaborative provision in line with our strategic priorities. They will work collaboratively with other ETBs/HEIs to identify joint funding and development opportunities for tertiary projects. They will be required to engage with and provide updates to the National Tertiary Office Director as required.

**Key Responsibilities**

TheTertiary Programme Development Co-ordinator will play a key role in the delivery and implementation of the strategic objectives of the *Progressing a Unified Tertiary System for Learning, Skills and Knowledge*  policy and the role of the three ETBs (GRETB, MSLETB, Donegal ETB) in achieving its objectives for tertiary education for the west/northwest. The role involves dealing with a wide range of stakeholders in the further and higher education and training sector including regular engagement with senior managers in ETBs; HEIs; Solas; the Department of Further and Higher Education, Skills and Innovation; leaders in industry; education and training lecturers and practitioners; learners. Key functions may include but are not limited to:

* Project management for specific programmes and initiatives as set out by the overarching Steering Group
* Stakeholder engagement and management including communications and change management
* Promotion of programmes and initiatives
* Supporting individual and joint (FET/HE) programme development groups working on specific programmes to be delivered on a joint FET/HE basis
* Supporting programme proposals through validation and approval processes
* Developing a joint programme development process and associated supporting materials for future developments and initiatives.
* Engaging with FET and HE partners in the broader tertiary landscape

**Essential**

* Hold a third level educational qualification or equivalent in relevant discipline commensurate with the role, minimum Level 8 Qualification.
* Have significant management experience at an appropriate level, including leading teams and managing resources;
* Have significant experience of some or all of the following: project management, innovative and strategic development, change management;
* Excellent people management skills.
* Very strong communication skills.
* The ability to lead, manage and motivate teams to deliver to targets and deadlines.
* Very strong relationship management skills and a demonstrated learner focus.
* Good analytical skills & strong ability to examine and resolve issues.
* The ability to use information / data to identify and implement innovative initiatives/solutions.
* Expertise and knowledge to enable candidate to undertake the technical aspects of the role, including excellent ICT skills

**Desirable**

* Demonstrable experience in Programme Development, Curriculum design and Assessment.
* Demonstrates excellent interpersonal and relationship management skills in a wide range of situations, together with a commitment to high performance and continuous improvement.
* Some knowledge and understanding of QQI Quality processes and criteria as applied to FE
* Some knowledge of relevant National Further & Higher Education Strategy and Policy, along with an awareness of wider Institutional and Sectoral priorities*.*
* Workshop / Facilitation skills and experience.
* Knowledge and experience of Quality Assurance Frameworks

**Contract**

The post is a 3 Year, Full Time, Fixed Term Contract.

The successful candidate will report to the relevant ETB FET Director.

**Background**A full statement of Terms & Conditions of employment will be given to the successful applicant in accordance with *Terms of Employment (info) Acts 1994 & 2001***.**

**Working Week**

A 35 hour working week will apply.

**Remuneration**The remuneration of this role will be as authorised by the Minister for Further and Higher Education, Research, Innovation and Science, and may be adjusted from time to time in line with Government Pay Policy.

* Appointment to the role is at Assistant Principal Officer grade (or equivalent).
* All pension arrangements will continue to apply.
* The precise contractual arrangements to apply to the appointee will be outlined in any letter of offer which may issue on foot of this competition.
* This role may require travel away from campus and across Ireland from time to time.

 **Salary**

* €75,080 – €91,443 (including two long service increments) (pro rata). Successful candidates will be paid at point 01 of the salary scale unless they have previous relevant public sector service.

**Annual Leave**

* 30 days annual leave per annum

**Further Information for Candidates:**

* Willingness to work outside of normal working hours if required

**Application Procedure**

**CLOSING DATE FOR RECEIPT OF COMPLETED ON – LINE APPLICATION FORM:**

**12.00 noon, Tuesday, 14th February 2023**

***Late Applications Will Not Be Accepted. Shortlisting May Take Place. Canvassing will disqualify.***

***GRETB, MSLETB, Donegal ETB and ATU are equal opportunities employers.***

**ETB Programme Development Manager Competencies - Effective Performance Indicators:**

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| **Leadership** | Actively contributes to the development of the strategies and policies of the Department/Organisation |
| Brings a focus and drive to building and sustaining high levels of performance, addressing any performance, addressing any performance issues as they arise |
| Leads and maximises the contribution of the team as a whole |
| Considers the effectiveness of outcomes in terms wider than own immediate area |
| Clearly defines objectives/goals and delegates effectively, encouraging ownership and responsibility for tasks |
| Develops capability of others through feedback, coaching and creating opportunities for skills development |
| Identifies and takes opportunities to exploit new and innovative service delivery channels |
| **Analysis & Decision Making** | Researches issues thoroughly, consulting appropriately to gather all information needed on an issue |
| Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) |
| Integrates diverse strands of information, identifying inter-relationships and linkages |
| Makes clear, timely and well-grounded decisions on important issues |
| Considers the wider implications of decisions on a range of stakeholders |
| Takes a firm position on issues s/he considers important |
| **Management & Delivery of Results** | Takes responsibility for challenging tasks and delivers on time and to a high standard |
| Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances |
| Ensures quality and efficient customer service is central to the work of the division |
| Looks critically at issues to see how things can be done better |
| Is open to new ideas initiatives and creative solutions to problems |
| Ensures controls and performance measures are in place to deliver efficient and high value services |
| Effectively manages multiple projects |
| **Interpersonal & Communication Skills** | Presents information in a confident, logical and convincing manner, verbally and in writing |
| Encourages open and constructive discussions around work issues |
| Promotes teamwork within the section, but also works effectively on projects across Departments/Sectors |
| Maintains poise and control when working to influence others |
| Instills a strong focus on Customer Service in his/her area |
| Develops and maintains a network of contacts to facilitate problem solving or information sharing |
| Engages effectively with a range of stakeholders, including members of the public, Public Services Colleagues and the political system |
| **Specialist Knowledge, Expertise and Self Development** | Has a clear understanding of the roles objectives and targets of self and team and how they fit into the work of the unit and Department / Organisation |
| Has a breadth and depth of knowledge of Department and Governmental issues and is sensitive to wider political and organisational priorities  |
| Is considered an expert by stakeholders in own field/area |
| Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role |
| **Drive & Commitment to Public Service Values** | Is self-motivated and shows a desire to continuously perform at a high level |
| Is personally honest and trustworthy and can be relied upon |
| Ensures that the citizen is at the heart of all services provided |
| Through leading by example, fosters the highest standards of ethics and integrity |

**Appendix 1 — Draft Programme Proposal / Work Plan**

The proposal is to develop a new tertiary-level programme of study focused on **Future Media Production – for Visual & Virtual media platforms**. This collaborative multi-disciplinary programme will deepen our learners’ practical, critical and professional skills; as we move beyond the solely vocational and towards providing our learners with the core competencies, critical insights and transversal skills to sustain professional careers in a rapidly evolving Media Sector.

The professional and practice-led strengths of the ETBs will provide the foundation of this programme. These core skills will be augmented and enhanced by the integration of advanced critical, technological and professional competencies embedded across all IADT / National Film School programmes. Each ETB will deliver mirror versions of the approved programme with blended modes of delivery creating efficiencies as well as collaborative opportunities for the learners. Some specialist elements may be delivered in one or more centre during stages 1 and 2. Additionally, IADT will co-develop asynchronous learning modules for stage 1 and stage 2 of the programme ensuring that the expertise of the HE partner is wholly integrated across the programme.

**Proposed Programme Model**

This is a three-year degree leading to a Level 8 qualification on the NFQ.

**— 2 (FE College) + 1 (IADT)**

Upon successful completion of Stage 2 the learner may advance immediately onto a practice pathway (industry and/or Erasmus Placement) or directly into the final year (Stage 3) of the degree.

**— 2 (FE College) + 1 (Industry and/or Erasmus) + 1 (IADT)**

The degree will award 180 ECTS over three stages. Candidates who opt for the four-stage route, completing both the practice pathway and a final year of study at IADT, will graduate with 240 ECTS.

**Agreed Principles**

* IADT – a Designated Awarding Body – will provide the quality framework, validation and award.
* The programme will be co-developed, co-authored and co-delivered by all partners.
* There will be a consistent approach to teaching, learning and assessment.
* There will be a focus on providing ready-to-work graduates equipped with skills and knowledge aligned with current industry needs.
* Integration of the expertise of all partners across all the years of the programme leading to a congruous and cohesive student journey.
* Maintain current funding rules for FE and SUSI to ensure no learner is disadvantaged on programme.

**Next Steps**

* Phase 0 – Establish: Seek funding for 1 WTE per partner and additional development costs, identify current partner resources and agree resource allocation per partner; partners to sign Memorandum of Understanding (MOU); build project team.
* Phase 1 – Research: review best practice comparators nationally/internationally; survey the existing resources within each institution and identify potential resource needs; establish the industry skills gaps in the field of future media production etc.
* Phase 2 – Design & Develop: Collaborative programme design and development.
* Phase 3 – Validate: Validation and iterative improvement via external panel of experts.
* Phase 4 – Pilot: Initial roll-out across partner ETBs.