

Expression of Interest
Programme Development:
FET Quality Assurance & Enhancement
Fixed Term until 30.04.2027
Ref: EOIQ25

Expression of interest is invited for the above **fixed term contract** based in the Curriculum Development Unit.

Expression of Interest open to	All existing Class III teachers currently employed by City of Dublin FET College.
Proposed Timeline	Shortlisting will take place commencing: 2 nd September 2025 Interviews will commence on Wednesday: 10 th September 2025 <i>*All dates are subject to change and are for guidance only</i>
Duration of Position	This is a fixed term contract until 30.04.2027 with a possible option to extend.
Salary	Will remain at current point of Class III salary scale plus honorarium for summer.
Hours of work	35 hours per week (non-academic calendar i.e. January – December).
Annual Leave	35 days per annum, pro rata.
Location	The position will be based in in the Curriculum Development Unit (CDU), 99 Marlborough Road, Donnybrook, Dublin 4, D04 E9R5.SUSI
Role	Quality Assurance and Enhancement Officer – Further Education and Training.
Essential Requirements	<ul style="list-style-type: none"> • Be currently employed as a Class III Teacher in City of Dublin FET College • Diploma / Degree level qualification or equivalent. • Excellent IT skills and extensive, proven knowledge and use of the Microsoft Office Suite. • Excellent organisation and project management skills. • Excellent communication skills with a particular strength in written communications. • Proven ability to manage multiple projects simultaneously, with strong attention to detail. • Demonstrated ability to self-motivate, think strategically and identify opportunities. • High level of professionalism, strong interpersonal skills and ability to work in a team environment. • Demonstrates commitment to providing quality education and training opportunities to learners
Desirable Requirements	<ul style="list-style-type: none"> • Experience of QQI QA systems and procedures desirable. • Holds a qualification or has experience in programme design and validation • Hold a valid, full driving licence with access to own transport.
Duties and Responsibilities	<p>The general duties and responsibilities listed below are not a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post to which they are appointed. The duties assigned will be relevant to the area to which the person is assigned.</p> <ul style="list-style-type: none"> • Support programme development, validation, and design • Support the implementation of devolved responsibility • Working as an integral part of the FET Development Team. • Supporting the academic quality assurance and enhancement processes and procedures in City of Dublin ETB including the implementation of City of Dublin ETBs Quality Action Plan.

	<ul style="list-style-type: none"> • Leading, participating in and supporting FET forums, quality teams, advisory groups, steering groups, working groups across a broad range of Quality Assurance and Enhancement areas e.g. EA, Appeals, Repeats, programme development academic integrity, stakeholder engagement. • Generating and using data relating to FET provision to inform and guide practice. • Communicating with centres and management in relation to QAE as required. • Developing and publishing resources such as templates, toolkits and online support materials. • Supporting the continuing development of policy, procedures and manuals as required. • Supporting / attending internal and external forums and networks on behalf of City of Dublin ETB and engaging with external bodies/ agencies on behalf of City of Dublin ETB. • Openness to continued upskilling to support personal and professional development within the role and as part of the team. • Maintain records of all work activity, providing regular reports to the wider FET Development Team. • Carry out other such duties as may be assigned from time to time.
Competencies	<p><i>Team Leadership</i></p> <ul style="list-style-type: none"> • Works with and leads teams and working groups to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise. • Provides clear information and advice as to what is required. • Strives to develop and implement new ways of working effectively to meet objectives. • Leads the team by example, coaching and supporting individuals as required. • Places high importance on staff development, training and maximising skills & capacity of team. • Is flexible and willing to adapt, positively contributing to the implementation of change. <p><i>Analysis & Decision Making</i></p> <ul style="list-style-type: none"> • Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors. • Takes account of any broader issues and related implications when making decisions. • Uses previous knowledge and experience in order to guide decisions. • Makes sound decisions with a well-reasoned rationale and stands by these. • Puts forward solutions to address problems. <p><i>Management & Delivery of Results</i></p> <ul style="list-style-type: none"> • Takes responsibility and is accountable for the delivery of agreed objectives. • Successfully manages a range of different projects and work activities at the same time. • Structures and organises their own and others work effectively. • Is logical and pragmatic in approach, delivering the best possible results with the resources available. • Delegates work effectively, providing clear information and evidence as to what is required. • Proactively identifies areas for improvement and develops practical suggestions for their implementation. • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively. • Applies appropriate systems/processes to enable quality checking of all activities and outputs. • Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers. <p><i>Interpersonal & Communication Skills</i></p>

	<ul style="list-style-type: none"> • Builds relationships internally and externally; keeps all stakeholders involved; is professional and discreet across all relationships; willingly supports and assists others • Encourage open and constructive discussions around work issues. • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits. • Collaborative; anticipates impact on others; listens to gain complete understanding; sensitive to views and feelings of others; • Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances. • Acts as an effective link between staff and senior management. • Presents information clearly, concisely and confidently when speaking and in writing. <p>Specialist Knowledge, Expertise and Self Development</p> <ul style="list-style-type: none"> • 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 and effectively communicates this to others. • Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work. • Focuses on self-development, striving to improve performance. <p>Drive & Commitment to Public Service Values</p> <ul style="list-style-type: none"> • Strives to perform at a high level, investing significant energy to achieve agreed objectives. • Demonstrates resilience in the face of challenging circumstances and high demands. • Is personally trustworthy and can be relied upon. • Ensures that customers are at the heart of all services provided. • Upholds high standards of honesty, ethics and integrity. <p>Candidates should note that questions relating to the above competencies will form part or all of the interview.</p>
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To apply please upload your Letter of Application and CV to our Online Platform The Hire Lab here: <https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVF5VEW8PVA>

Important Notes:

- **Please ensure that your Letter of Application & CV clearly evidence the essential requirements.**
- **Applicants must create a profile in order to apply for positions / upload CV's via our online system, which can be done through the link above.**
- **Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.**
- **Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discover is made after appointment, in summary dismissal.**
- **Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.**
- **Please note that it is the responsibility of the applicant to ensure that all application documents are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.**

Latest date for receipt of completed profiles and upload requirements is:

12 noon on Monday 2nd September 2025

**Late applications will not be accepted. Shortlisting may take place. Canvassing will disqualify.
City of Dublin ETB is an equal opportunities employer.**