

<b><i>Job Title: Programme Director, Postgraduate Law</i></b>	<b><i>Reports to: Head of Faculty of Law</i></b>
<b><i>Hours of Work: 9pm to 5.30pm Monday to Friday Evening lecturing Additional hours as may be required</i></b>	<b><i>Job Type: Full time Permanent</i></b>

### **An Overview of the Role**

The Faculty of Law provides undergraduate and postgraduate law programmes to over 800 students annually. You will join a team of highly-experienced and enthusiastic staff, who have strong links to practice and a commitment to customer care.

As Programme Director, you will have responsibility for resource planning, quality and pastoral care for our students. The successful candidate will be required to lecture at Levels 8 and 9.

The successful candidate will be expected to be committed to high quality research and publication in well-regarded, academic peer-reviewed journals and they will also be expected to contribute to the development of the Faculty of Law.

### **More Detail on the Role**

The Programme Director reports to the Head of Faculty on all course issues and is the line manager for relevant lecturers, guest lectures and dissertation supervisors within the Faculty.

The Programme Director ensures that an excellent care service is provided to all those who interact with the Faculty, students and staff alike.

Postgraduate programmes currently include LL.M in International Law, LL.M in International Commercial Law, LL.M in International Human Rights Law, Postgraduate Diploma in International Law, Postgraduate Diploma in International Commercial Law and Postgraduate Diploma in International Human Rights Law.

### **Main Responsibilities for the Position**

- Providing academic leadership through helping to maintain and enhance a Faculty of excellence in teaching.
- To work proactively in improving existing courses and programmes.
- To ensure that the students experience is exceptional and that they complete their course and recommend the College to others.
- Meet students and supervisors on a regular basis and address concerns in a timely manner.
- To provide support and supervision to Faculty lecturers.
- Provide assistance to students as required in a timely manner.

- To participate in internal departmental and multi-disciplinary committees and external meetings as required.
- Adhere to exam procedures and deadlines,
- To foster the research culture in the faculty, to be actively involved in same,

**All other responsibilities outlined below and others as assigned by your Line Manager**

### **Validation and Programmatic Review**

- To design and develop new programme(s), including the provision of additional masters (LL.M, MA in Law), postgraduate and embedded programmes in law.
- To manage the validation process and prepare all relevant programmes (LL.M, PgDip etc.) for validation as and when same occur with the assistance of Faculty, other College departments, lecturers etc.

### **Course Content**

- Manage the development/delivery of the programmes syllabus as prescribed by the Governing Body.
- Review programmes and modules on an annual basis.
- Ensure that the delivery mechanisms are appropriate for each module.
- Maintain the module integrity and consistency with day and evening programmes in Dublin (Cork and online as relevant).

### **Teaching**

- Teaching such assigned classes as deemed appropriate by your manager, day or evening.
- Your teaching responsibilities will include up to twelve hours per academic semester which would be delivered to any cohort (Level 6 to Level 9) within the faculty, (full time, part-time or blended learning).
- Principal duties and responsibilities as per Lecturer job description.
- Supervision of one LL.M dissertation and one LL.B dissertation per academic year.

### **Pastoral Care**

- Meet with students to discuss performance, problems, complaints and advise on remedial action.
- Review student queries re: module(s) results in examinations.
- Keep all students motivated and engaged over the academic year.
- Organise and maintain a pastoral care system.
- Ensure that those who are repeating or who have deferred from last year re-engage.

### **Students**

- Assist marketing in the recruitment of students on to the various postgraduate law programmes.
- Meet with students to discuss performance, problems, complaints and advise on remedial action.
- Review student queries re: module(s) results in examinations.
- Administration of all Postgraduate programmes in conjunction with the Faculty.
- Review student queries regarding module(s) results in examinations.

### **Lecturers**

- Maintain a suitable lecturing panel.
- Interview and select suitable candidates for teaching posts as the need arises.
- Provide feedback to teaching staff on their performance and advise on remedial action.
- Advise lecturers of support facilities to enhance performance including CTE programme.
- Organise additional tutorials/lectures where appropriate.

### **Administration**

- Provide Annual Course Review/PSQR to the Head of Faculty.
- Approve Examination Broadsheets.
- To work with the Faculty Administrator to create timetables for the relevant programme within the CMIS system (room-booking software).
- Attend Exam Board meetings and prep meetings.
- Retain summary information on exam module reviews and lecturer assessments.
- Liaise with Admissions and International Office re: new entrants (apart from initial faculty acceptance, most of this liaison would be managed at CA level).
- Participate in marketing and Faculty events.
- Provide feedback to teaching staff on their performance and advise on remedial action.
- Liaise with students regarding attendance.
- Review similarity and convene Disciplinary Hearings.
- Graduation duties as required.
- To attend start-up period during Exams.
- Member of Programme Director Group and attend Programme Director meetings.
- Be familiar with College policy and procedures in relation to Health and Safety and the Data Protection Act.

### **Quality Assurance**

- Manage and oversee the quality assurance mechanisms required for running the programme.
- Ensuring all programmes follow the Approved Course Schedules and are correct on the I drive.
- Ensure communication of correct module descriptors and assessment to all blended learning lecturing staff and admissions.

- Ensure active liaison between lecturing staff on all blended learning modules and lecturers on equivalent modules across campuses and different modes of delivery.
- Ensure exam submission, assessment and other faculty deadlines are adhered to.
- Liaise with learning technologists to ensure smooth delivery of programmes ensuring that content is of a high standard, engaging, up to date and managed in a structured way.
- Take responsibility for all faculty QA processes connected to the running of the exam board for Postgraduate students.
- Work as part of the whole Law faculty team and undertake any tasks / duties as assigned to you by the Programme Director or Head of Faculty.
- Preparing and implementing induction programmes.
- Organising course committees.
- Preparing Annual Course and Module Reviews.
- Preparing Course Handbook.
- Ensuring subjects are correctly weighted, delivered and assessed o Preparing for exam boards.
- Assessing lecture delivery and dealing with issues highlighted thereby.
- Assessing Student Appeals.
- Providing student references.
- Meet with students to discuss performance, problems, progression.

### **Admissions**

- Assessing applications plus exemptions.
- Handling programme queries.
- Deciding on entry requirements.
- Reviewing all APL and APEL applications.

### **International Office**

- Meeting with foreign college representatives.
- Assessing international course documents.
- Assessing applications and exemptions.
- Attending the international induction programme.
- Participating in International Open Days and Induction programmes.
- Dealing with English language issues.

### **Exams Office**

- Undertaking second reading and second marking of module assessments (exam papers, assignments).
- Communicating with external Examiners and preparation for External Examiners review.
- Approving exam timetables.
- Ensuring exams are prepared and corrected in the appropriate way.

### **Registration Office**

- Signing Off on Learner Record Amendment Forms, approving exemptions and deferrals in modules for students.
- Ensuring the Faculty's students are correctly registered.
- Ensuring the students fees are correct and assist student fees in the enforcing rules and attendance as required.
- Ensuring students on 3 attempts are identified and engaged.

### **Graduation**

- Preparing graduation speeches.
- Working with Ailish and others on the overall preparation for the graduation ceremony.

### **Contribution to the Faculty**

- You may be asked to perform other duties that may be assigned by your manager from time to time.
- The PD for Postgraduate Law must actively participate in the general work of the Faculty as directed by the Head of Faculty.

### **Timetables**

- Deciding on lecturing hours for full and part time lecturing staff.
- Collating info on lecturer availability.
- Ensuring module lectures hours are correct and appropriate.
- Ensuring that the student experience and timetable is best, ahead of lecturers preference on time slots.
- Ensure that each lecturer is spoken to formally and followed up in writing at least twice per semester on their performance and feedback and that no unsatisfactory lecturer should be re-employed.

### **Marketing**

- Preparing Faculty Postgraduate prospectus.
- Updating faculty website Postgraduate pages.
- Developing new Postgraduate programmes.
- Organising and running the Postgraduate Scholarship programme on an annual basis in conjunction with the Marketing Dept.
- Supporting Faculty and student activities (e.g. attending events such as judge's talks).
- Attending open days on rota.
- Contributing to the College/Faculty newsletter etc.
- Developing marketing and advertising strategies.
- Working with the marketing dept. on issues such as programme development, strategy formulation, and competitor analysis.

- Assist marketing in the recruitment and conversion of enquiries on to the various law programmes.
- Organising and running a Postgraduate Conference in April/May annually with a keynote address, panel of speakers, a call for internal and external papers providing an opportunity for practitioners and postgraduate students to showcase their research.

## **Person specification**

### Education

- Candidates should have completed a PhD, be currently undertaking or currently preparing for doctoral studies.
- Possess a minimum level 9 (Masters) qualification in Law.
- Hold a teaching and learning qualification - if not, the applicant will be required to undertake the College's Level 9 Training and Education programme on appointment.

### Research

- Be committed to high quality research and publication in well-regarded, academic peer reviewed journals.

### General

- Overall the successful candidates will be expected to make a significant contribution to the teaching profile of the College.
- Be highly organised with meticulous attention to detail.
- Have excellent interpersonal, written and verbal communication skills.
- Be committed to educational quality and customer service.
- Willing to work effectively as part of an integrated team in the Faculty of Law.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of annual Programme Director activity and will be amended in the light of the changing environment within the Faculty and the College.