

## POST SPECIFICATION

<b>Post Title</b>	Manager, RCPI Quality Enhancement Office
<b>Post Status</b>	Permanent
<b>Department/Function</b>	Executive Office
<b>Closing date</b>	29 October 2021
<b>Reference</b>	RCPI-50-21

### Post Summary

The Royal College of Physicians of Ireland (RCPI) is seeking to appoint a Quality Assurance Manager who will be responsible for the development of the Quality Enhancement Office (QEO). The successful candidate will be responsible for the development of a Quality Enhancement office within RCPI and once developed, for the day-to-day management of the office as well as leading out on the formulation and implementation of various strategic initiatives underpinning the College's commitment to quality and quality assurance.

The Manager will primarily oversee the quality assurance of the core processes, policies and systems of education, training and assessment/examinations and associated areas in the College. The remit of the office will be to initially develop a Quality Framework within RCPI which will include overseeing internal quality reviews, providing advice and assistance to staff undertaking quality reviews, collection of data for quality assurance and internal audits and to support external requirements for both the Medical Council and QQI accreditation.

This centralised Quality Enhancement Office will enable a consistent approach to quality within our organisation and will act as an independent source of support for quality activities across the College.

### Reporting Relationship

The appointee will report directly to the CEO.

## Standard Duties of the Post

Duties will involve, but are not limited to:

- Lead RCPIs Strategic Initiative to develop a Quality Enhancement office
- Monitor, review and develop the RCPI's Quality Framework
- Develop and coordinate collection of data required
- Advise the Education Function on the management of all the requirements for QQI and related accreditation
- Advising the Training and Examinations Function around the management and coordination of all the requirements for the Irish Medical Council and related accreditation for all of the RCPI's training programmes.
- Advising the Training and Examinations Function around the management of quality and international benchmarking therein for all of the RCPI's examinations
- Ensure policies, documents and procedures are reviewed annually in line with statutory requirements and international best practice
- Oversee the development and implementation of new policies and processes as required by the RCPI Executive, Council or other College groups/committees
- Work with the Strategy Implementation Programme Manager to agree the implementation plan, priorities, goals, timelines, key milestones, measures of success (KPIs) as well as resources and budget required for all areas related to quality
- Oversee surveys, data gathering and reporting activities of the Quality Enhancement Office
- Work closely with the Research Department in analysing data as well as planning and the gathering of data which will underpin quality assurance
- Manage quality assurance under RCPIs strategic initiatives, in particular
  - To enhance the quality of our training programmes and supports offered to ensure they meet the needs of doctors
  - To develop our exam membership offering to best meet the needs of doctors
  - To offer lifelong learning opportunities
- Manage quality assurance reporting to the Senior Management Team, the College Executive and Council
- Responsible for the management and development of direct reports within the Quality Enhancement Office as the office is developed
- Seek funding for quality development projects as appropriate
- Keep up to date on new innovative education, training and examination practices as well as international approaches to quality management

## Person Specification

### *Essential Criteria*

- Third level qualification at Level 8 degree standard
- Proven track record in implementation of quality initiatives
- Self-starter with high motivation, flexibility and the ability to offer a results-oriented approach with high levels of drive, commitment and enthusiasm
- Excellent project and change management skills with the ability to move a team forward, maintain momentum supported with a project planning and management discipline.
- A broad understanding of research methodologies, specifically as it pertains to survey data
- Demonstrated success positively influencing a wide range of key stakeholders and an ability to gain buy-in
- Proven ability to build strong collaborative working relationships both internally and externally
- Evidence of positive results and excellence delivering quality outcomes in a complex and highly adaptive environment
- Excellent IT, presentation and communication skills
- Attention to detail and excellent documentation skills
- Ability to work with minimal direction
- Positive approach to dealing with challenges and conflict

### *Desirable criterion*

- Qualification in quality management – assurance and improvement

## Application Requirement

Candidates should submit a cover letter and CV and specifically address in their cover letter how their experience fits with the requirements of the role to Maire McEvoy at [jobs@rcpi.ie](mailto:jobs@rcpi.ie) by close of business on Friday 29 October 2021.