

POSITION DESCRIPTION

Job Title	Quality Assurance Coordinator
Department	Quality Assurance
Reporting to	Director, Quality Assurance

BACKGROUND TO ROLE

The College has developed a Quality Management System that ensures that the College meets the requirements of the National Quality Assurance Framework Internal Quality Assurance standards set out by the Malta Further & Higher Education Authority (MFHEA).

MAIN OBJECTIVES

The Quality Assurance Coordinator is mainly responsible for the monitoring, evaluation and improvement of MCAST's QA policies and procedures, as stipulated in the specific duties below.

KEY RESPONSIBILITIES

- To assist the QA Director in the facilitation, promotion and implementation of QA policies and procedures at Corporate, Institute and centre level.
- In consultation with internal stakeholders, to draft/amend QA procedures, process maps and quality record forms to ensure that academic and operational processes are adequately documented.
- To assist the QA Director in carrying out QA audits in all MCAST Institutes, Centres and at the Gozo Campus. Such tasks include the taking of minutes, preparation of required documentation and action plans, organizing same activities, and other related administration issues.
- Following-up on action plans and reporting progress.
- To bring to the attention of the QA Director any nonconformities which would require immediate attention
- To track the progress of the various QA assignments assigned.
- To collect QA material/documents as requested by the QA Director

- To assist in the preparation work required for the setting up of QA activities as requested by the QA Manager
- To keep regular updates of QA records in such a way that the QA Office can provide management with the necessary information.
- To participate in training sessions.
- To be conversant with QA terminology and policies at local and EU level, including the policy and publications of the MFHEA, Cedefop, and the QA policies of MCAST's foreign awarding bodies.
- To follow official MCAST QA policies and related procedures in the exercise of duties assigned.
- To take part in QA staff meetings whenever such attendance is requested for training and / or information purposes.
- To keep QA Director informed about malpractices in all Institutes and Centres related to QA, as per the official procedure.
- To be conversant with the GDPR Act and to keep all QA data confidential.
- To perform any other duties that may be assigned from time to time.