



Job Title	<b>Manager II – Quality Assurance</b>
Department/Institute	<b>Quality Assurance</b>
Reporting to	<b>Director – Quality Assurance</b>
Main Objective	<b>The Part Time Manager II - QA is mainly responsible for the conducting of teaching appraisal of part-time academic staff, as well as those of full-time academic staff, as per MCAST QA policies.</b>

## **MAIN OBJECTIVES**

The Part Time Manager II - QA is mainly responsible for the conducting of teaching appraisal of part-time academic staff, as well as those of full-time academic staff, as per MCAST QA policies and procedures and as stipulated in the specific duties below, apart from other responsibilities.

1. Plan and conduct own teaching appraisal of academic staff and that of the QA Department's team of Critical Friends
2. Organize preliminary meetings with staff to explain the appraisal process
3. Conduct appraisal in-person and/or online of the teaching, learning and assessment process
4. Provide feedback to staff being appraised as part of the enhancement process
5. Issue appraisal reports to teaching staff
6. Identify CPD opportunities for teaching staff
7. Conduct CPD initiatives for teaching staff
8. Maintain a record of appraisal activity and issue reports to management based on data thereby gathered and embedded in research

## **OTHER KEY RESPONSIBILITIES**

Implement various quality assurance measures, such as:

1. Drafting, updating and dissemination of Academic and Administrative Policies, Procedures and Processes aligning these to MFHEA's IQA standards, as well as those of national and international regulators and agencies, as applicable, reflecting current MCAST practices
2. Conducting audits,

3. Scheduling of external examiners visits and reviews including the collating, syntheses and dissemination of their reports
4. Facilitate and conduct stakeholder surveys (students, lecturers, management, industry, employers, etc.,) to spearhead improvements to the provision and delivery of programmes and ensure compliance with MFHEA's IQA Standard
5. Collate and analyse data gathered and disseminate for management review and consideration
6. Supporting role with respect to the Director and Deputy Director Quality Assurance
7. Collaborative role with respect to the Manager and Coordinators Quality Assurance
8. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.