



ACCOUNTANCY & BUSINESS COLLEGE
(IRELAND) LIMITED



#JOB-2404709



DUBLIN BUSINESS SCHOOL, 13/14 Aungier
Street, Dublin 2, D02 WC04



No of positions : 1



Paid Position



39 hours per week



36400.00 Euro Annually



28/07/2025



25/08/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@dbs.ie



Open your camera
app & point here
to view this ad
online



Quality Assurance Specialist - Standards, Monitoring and Compliance

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Location: Dublin Business School, 13/14 Aungier Street, Dublin 2

Working Hours: Monday-Friday, 39 Hours per Week, 9am- 5.30pm

Salary: €36,400

The QA Specialist plays a key role in the DBS Registrar's Office, supporting the development, implementation, monitoring, and review of quality assurance procedures for programme delivery and assessment. Responsibilities include Academic Integrity, External Examiner processes, academic appeals, exit awards, and faculty appointment approvals. Working with the Registrar's Team, the QA Specialist contributes to developing and updating policies through research and benchmarking of best practices. They ensure accurate administration, recording, and storage of relevant records and provide guidance to Faculty, Academic Teams, Exams, Academic Operations, and Student Support on applying regulations, policies, and processes.

Responsibilities

Develop and write policy and carry out updates to the DBS Quality Assurance Handbook and associated processes and Standard Operating Procedures.

Coordinate the processes for processing academic appeals and other academic student issues as required, ensuring correct procedures are followed and documented, ensuring co-review of all cases.

Training and support of academic and administrative staff on policy and procedure.

Support other stakeholders and contribute to QQI QA activities such as reporting, validations and site visits, as required.

Secretary to sub-committees of the Academic Board as required.

Chairing Boards and Committees as required.

Representation on QQI and external body committees and working groups as relevant.

Supporting the QA Officer in all aspects of the process relating to Academic Impropriety investigations.

Specific Responsibilities

Lead on review and development of workflows for management of the assessment process,

including moderation and the External Examinership process, in consultation with the Exams Manager and all stakeholders.

Oversee QA of student registration and enrolments, including managing non-standard registrations such as early resits, retroactive deferrals, eligibility for Pass by Compensation and trailing.

Maintain the Register of External Examiners and administration of recruitment for new External Examiners and expiration of completed tenures.

Oversight of the External Examiner process, including the induction process and serving as liaison and key point of contact with External Examiners.

Management and QA of Exit Awards for learners.

Secretary to the Academic Appointments Sub-Committee (AASC), carrying out administration of documentation for presentation to the Committee, certificates of approval and on-going monitoring.

Develop and deliver training and information sessions on QA policy and procedures for staff, including administration of weekly 'drop in' support sessions for Faculty.

Ownership of Lecturer Handbooks with responsibility for annual reviews and updates aligned with policy.

Personal Specifications

Degree-level 8

- This vacancy is suitable for Remote/Blended working
- **Sector:** education

Career Level

- Experienced [Non-Managerial]