

## Introduction

The Institute of Banking is the largest professional membership organisation in Ireland. It is a community of over 32,500 members who work in banking and in both local and international financial services across the island of Ireland. A Recognised College of University College Dublin (UCD), the professional development of members is at the heart of the Institute's activities. The Institute offers more than 40 education programmes ranging from Professional Certificates to Masters Degrees and more than 9,500 members are currently studying on its programmes. Lifelong learning is crucial to sustaining a successful professional career and the Institute's has the largest continuing professional development (CPD) community in Ireland with more than 23,500 members. The Institute is a not-for-profit organisation.

A vacancy has arisen for a Head of Education for Financial Services

**Job Title:** Head of Education for Financial Services

**Reporting to:** Dean

**Position Summary:** The purpose of this role is responsibility for leading the Institute's Financial Services education activities. Through these activities, the Head of Education for Financial Services is responsible for supporting the corporate relationships for future growth opportunities with the national and international financial services industry and developing and managing academic programmes to support the industry.

**Place of Work:** 1 North Wall Quay

**Employment:** 2-year fixed term contract/role

### Principal Accountabilities:

- Ensure that each new course and modules are well designed and documented, including aims and objectives, modular structure and learning outcomes, content and approaches to learning and assessment.
- Ensure an excellent learning experience for students undertaking courses and modules within his/her remit, that students receive excellent tuition and support materials (e.g. manuals, texts and e-learning materials).
- Programme and Curriculum Development for all courses and to engage in developing new delivery and assessment methods.
- Ensure the quality and breadth of the Institute's programmes, their delivery channels and academic quality assurance processes meet top international standards.
- Manage relationships with both internal and external staff to design and plan programmes for the academic year.
- Source and manage relationships with the topic expert lecturers and examiners.
- Work with the Director of Education and the Dean to promote, expand, refine and develop the Institute's portfolio of courses.
- Co-operating with the Registrar and appropriate external bodies (e.g., universities and/or outside bodies) to ensure that the courses, modules and other activities within his/her remit comply with the appropriate academic quality assurance standards.
- Contribute to the management and control of the resources of the Institute's education and support functions, ensuring that control processes including budgeting, planning and performance measurement, are appropriate to a world-class professional membership education body.
- Develop and execute the marketing plans for each training course to ensure that the financial budgets are achieved.

- Responsible for the management, development and promotion of financial services programmes.
- Manage, lead and motivate all staff reporting to the position, using a coaching style to empower each member of the team to ensure the highest levels of performance, and personal and professional development.
- Responsible for engaging and building strong relationships with the key stakeholders in the Financial Services market.
- User testing of IT enhancements as required.
- Perform other duties as assigned.
- Collaboration across the business when required.

**Qualification/Experience Requirements:**

- Educated to Masters Level in a relevant discipline essential.
- A cognate professional qualification in finance and/or financial services desirable.
- A minimum of 5 years academic and/or Financial/Funds industry desirable.
- Senior level experience of academic administration, to include postgraduate student admission, programme development and QA/QI, and supporting processes.
- Experience of dealing, in a sensitive and flexible manner, with prospective students and stakeholders essential.
- A good knowledge of the principles of project management to lead, develop and implement new projects.
- Solution focussed – the ability to understand the perspectives of others and to work with others to provide solutions.
- Self-motivated with a commitment to taking initiative and delivering to agreed quality standards.
- Ability to work independently with minimal supervision and handle multiple projects.
- Demonstrated leadership skills.
- Excellent networking.

**Technical skills:**

- Strong knowledge of the financial service industries, their functions and roles required to assist with the development of materials including manuals and promotion material, brochures, prospectus plus review of materials including manuals, lecture notes, exam papers and eLearning.
- Proficient IT skills to include Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to develop and execute, in conjunction with IoB Corporate Relationship Managers and external stakeholders, a programme marketing plan.
- Capability to develop a sales leads and tracking system to monitor pipeline of student applications
- Demonstrable knowledge of finance for budgeting and revenue planning.
- Capability to conduct strategic planning for programmes to interface with IoB Strategic Plans.
- Ability to design, develop and implement, in conjunction with IoB stakeholders, new programmes.
- Ability to design and implement appropriate QA/QI processes compliant with UCD requirements.

**Competency Requirements:**

- Solution Oriented
- Communication
- Collaboration
- Innovation
- Stakeholder Focus
- Achieving Excellence
- People Leadership
- Planning and Prioritising

### **Application Procedure**

Under GDPR regulations, you are required to be aware of the Institute's *Data Protection Notice for Applications*. Please see [link](#).

Applicants should submit a Curriculum Vitae along with a cover letter outlining how they meet the qualifications and experience set out in the particulars of the post. Applications to be emailed to [recruitment@iob.ie](mailto:recruitment@iob.ie)

**Closing Date: 21<sup>st</sup> June 2019**

The Institute of Banking is an Equal Opportunities employer