

Job Description

Job Title: Quality and Regulations Manager, PU-RCSI Programme
Location: Perdana University, Serdang, Malaysia
Reporting to: Dean, PU-RCSI

Principal Duties and Responsibilities

The objective of this post is to provide management support to the Dean PU-RCSI and the PU-RCSI faculty in regulation, quality assurance and governance matters.

- Providing a confidential, effective and administrative and management support service to the Dean, PU-RCSI
- Ensuring dissemination of information and implementation of RCSI policies
- Co-ordinate and support Exceptional Circumstance, Appeal and faculty committees.
- Managing and developing systems and processes to support the Dean
 - in monitoring expenditure and budgets;
 - generating reports for regulatory bodies such as the Irish Medical Council, Malaysian Medical Council, Malaysian Qualifications Authority
- Co-coordinating annual returns to the Irish Medical Council in consultation with the RCSI School of Medicine and Chancellery Perdana University
- Assist in preparing an Annual Report in respect of the PU-RCSI Undergraduate Medical Programme.
- providing efficient administration services to support the activities of the Quality Assurance Committee (QAC)
- Fostering an effective working relationships and feedback mechanisms with key stakeholders internally within RCSI-Dublin (particularly the Quality Enhancement Office), PU-RCSI Programme Office and Perdana University.
- Implementing policies and decisions as determined by the QAC.
- Assisting in the implementation of the RCSI QA/QI strategy and related policies.
- Preparing QAC publications and reports as required.
- Keeping up-to-date on relevant legislation and RCSI policy development
- Updating the PU-RCSI policy and regulations section on PU-RCSI moodle.
- Working across administrative functions to maintain the integrity of student records.
- Provide secretariat support to the PU-RCSI Medicine and Health Sciences Board
- Convening meetings of working groups, sub-committees as may be established from time to time

Person Specification

- Self-directed – ability to work on own initiative
- Ability to be discreet and maintain confidentiality
- Strong ability to plan, to prioritise, to work accurately with attention to detail and to meet deadlines and manage a complex and changing workload
- Driven and ambitious to deliver results
- Team player – works collaboratively with others to maximize individual and team effectiveness in order to achieve required service levels
- Strong IT skills, including Microsoft Word, Excel, Outlook and power point
- Excellent interpersonal and communication skills
- Excellent organisational and time management skills
- excellent level of verbal and written English – obligatory
- a Degree level qualification in business related area
- previous experience gained in a similar role in a third level institution or equivalent would be a distinct advantage