

Job Description – Head of Academic Delivery and Programmes

Job Title:	Head of Academic Delivery and Programmes	Contract Type:	Special-Purpose (6 months), 3 days per week
Department:	Office of the Registrar	Hours of Work:	9.00 a.m. to 5.00 p.m. <i>Flexi-time and Hybrid options</i>
Reporting To:	Interim VP for Academic Affairs and Registrar	Salary:	Commensurate with experience and qualifications

About Carlow College, St. Patrick's

Carlow College, St. Patrick's is a small third-level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus is close to the centre of town and offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, Psychology, and Social Political and Community Studies. A number of postgraduate programmes are offered, including a professionalising M.A. (Leadership in Therapeutic Child & Social Care) and a MA / PGDip in Irish Regional History. There are also several postgraduate diploma and certificate programmes.

Our Commitment to Equality, Diversity and Inclusion

Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation. We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect. The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

In the promotion of equality, diversity and inclusion, Carlow College seeks to:

- Ensure that no prospective or actual learner or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers, which might deter prospective learners and staff members from applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's [Equality Policy](#) applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.

Our Values and Commitment to Flexible Working

Mission Statement

In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

Vision

Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate population to achieve their academic and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

Our core values are:

Truth and Integrity – We aim to create a research-led teaching and learning environment that is interdisciplinary in nature that inspires openness to new ideas and critical thinking and that is ethical in practice.

Respect and Justice – We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

Collaboration and Social Awareness – By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

Friendliness and Service – We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

Creativity and Innovation – We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

For information on our Governance and Organisation chart, please visit: [College Governance](#)

For information about Carlow College, St. Patricks, please visit: [About Carlow College](#)

Role Information

Role Overview

As a member of the Office of the Registrar, the Head of Academic Delivery and Programmes will have overall line management responsibility for academic staff members at Carlow College. The Head of Academic Delivery and Programmes will support the Senior Management Team in leading change management to support strategic change, and integrate the cultures, policies and procedures of the College. In collaboration with the Senior Management Team, this will be a key role in managing and implementing academic strategies.

The Head of Academic Delivery and Programmes, in collaboration with Programme Directors, will provide strategic oversight and direction for all academic programmes. Additionally, the Head of Academic Delivery and Programmes will provide leadership and support in the successful delivery of all academic programmes.

Key Responsibilities – Higher Level

Academic Leadership

- Line Manage and be the first point of contact for academic staff in line with College policies and procedures.

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- Communicate effectively and work collaboratively with the Senior Management Team to support the functions of the Office of the Registrar.
 - Provide oversight, guidance and direction to Programme Directors, holding weekly meetings to ensure a consistent approach to all programme-related activity.
 - Manage and lead in the resourcing and staffing of programmes, in consultation with Programme Directors, HR and College Senior Management.
 - In collaboration with the Programme Directors, direct and manage annual academic staff appraisals, including workload allocation and assignment of related academic duties.
 - In conjunction with the Office of the Registrar, coordinate in academic planning, including timetabling, resourcing and monitoring of student feedback.
 - Undertake or oversee any other duties / projects as required and directed by the Senior Management Team, having regard to the changing needs of the College.
 - Sit on various College Boards and Committees as required.

Qualifications / Experience

Essential

- Hold a PhD (or management experience equivalent).
- At least 5+ years of proven academic experience, including the line management of academic staff, in the higher education sector.
- Experience of working collaboratively with Senior Managers / Leadership Team(s).
- Experience with designing, project managing and implementing change management projects and initiatives.
- Proven management and people management experience.
- Proven knowledge of operations management.
- Strong knowledge of academic programmes and student services.

Desirable

- Experience working with Union Partners.
- Experience in the development and implementation of teaching and learning initiatives.

Skills and Competencies

The candidate must have proficient knowledge in the following areas:

- Ability to influence senior management, establish and maintain collaborative partnerships.
- Ability to prioritise multiple competing projects and manage time, staff, and resources accordingly to complete responsibilities in a timely and efficient manner.
- Effective decision-making and problem solving skills.
- Knowledge of academic programme structures in a higher education setting.
- Demonstrate the ability to use good judgement, interpret policy, policies and procedures.

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- Must possess and demonstrate the expertise to create and edit concise and effective written materials with a high level of attention to detail.
 - Excellent people management skills with the ability to drive and motivate teams.
 - Foster cooperation and commitment within a team to achieve goals and deliverables.
 - Act as an effective link between academic staff and senior management.
 - Excellent interpersonal and communication skills.
 - Effective decision-making and organisational skills.
 - Works accurately with thoroughness and ability to monitor work for quality.
 - Commitment to diversity and to serving the needs of a diverse population.

This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Application Requirements

Candidates should submit their **C.V. and covering letter** specifically outlining how their qualifications and experience fits the requirements of the role to hr@carlowcollege.ie. Applicants are also requested to answer the below questions with their application. **Closing date for applications is 5.00 PM on Friday, 13 February 2026. Please note that interviews will take place the week of 16 February 2026.**

***Please note that all applicants must consider the following questions when submitting their application:**

- Do you hold PhD (or management equivalent)?
- Do you have at least 5+ years of proven academic experience, including the management of academic staff, in the higher education sector?
- Do you have experience of working collaboratively with Senior Managers / Leadership Team(s)?
- Do you have experience with designing, project managing and implementing change management projects and initiatives?
- Do you have proven management and people management experience?
- Do you have proven knowledge of operations management?
- Do you have strong knowledge of academic programmes and student services?
- Does your current and / or previous work experience meet the requirements of the role? If so, please explain in your cover letter.
- When are you available to start work?
- What are your salary expectations?

*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role will also require the successful candidate to submit copies of their qualifications.

This role is subject to the Probationary period outlined in the Colleges [Probation Policy](#).

Personal data will be processed in accordance with our [Privacy Notice for Employees](#).

Carlow College is an equal opportunities employer.

Handwritten CVs and forms will not be accepted. No late applications will be accepted.

Benefits available through the College

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| <ul style="list-style-type: none"> • Maternity/Adoptive Leave contribution • Paternity Leave contribution • Parental and Parent's Leave • 20 days Annual Leave • College Days • Domestic Violence leave • Sick Leave • Bereavement and Compassionate Leave • Study and Exam Leave • Conferring Leave | <ul style="list-style-type: none"> • Time Off in Lieu (TOIL) • Professional Membership Fees • Educational Assistance • PRSA Scheme • Taxsaver • Bike to Work Scheme • Microsoft Home User Package (MHUP) • Employee Assistance Programme • Flexi-Time (PSS) • Hybrid Working • Onsite Parking |
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