



Job Description: IPU Professional Academy Teaching, Learning and Development Lead

Introduction

The Irish Pharmacy Union (IPU) is the professional representative and leadership organisation for community pharmacists, with a membership of approximately 2,400 pharmacists working across more than 1,900 community pharmacies throughout Ireland. Our vision is to be the authoritative voice of community pharmacy and a driving force in the evolution of accessible, equitable, and patient-focused primary healthcare.

The IPU Professional Academy is the centre of learning for pharmacy teams in Ireland, providing a one stop shop for all professional development, training and other learning resources. We aim to enhance the skills and knowledge of pharmacy teams through a range of interactive learning platforms (live, distance and eLearning) providing easy access to high-quality educational content.

We are looking for a dynamic, highly motivated pharmacist who is a team player, has recognised qualifications and experience in teaching, learning and course development and works well in a fast-paced environment to support the professional activities of the IPU Professional Academy. This is an exciting opportunity to lead a small, dynamic team, which has a strong focus on supporting the training needs of community pharmacy. This role will focus on ensuring an excellent learner experience, high standards of teaching practice, effective assessment and feedback and the development of teaching capability across the IPU Professional Academy Teaching and Learning Team.

Job Description

Note: This Job Description may be subject to change to reflect the evolving requirements of the IPU in delivering its strategic objectives.

Job Title: IPU Professional Academy Teaching, Learning and Development Lead

Reporting to: IPU Professional Academy Education & Training Manager

Department: IPU Professional Academy

Term of Contract: Permanent

Hours of Work: 35 hours/week

Location of Post: Butterfield House, Butterfield Avenue, Rathfarnham, Dublin 14.

Grade: HSE Pharmacist, Chief II

Informal Enquiries: Pia Fennell. Email: pia.fennell@ipu.ie. Telephone 01-4936401

Key Responsibilities

You will be working as part of the IPU Professional Academy team with a broad remit and a wide range of responsibilities which are key to delivering on the IPU's agenda, including:

- Academic leadership of teaching and learning across IPU Professional Academy programmes/courses;
- Leading the design and implementation of teaching, learning and assessment strategies across programmes (including blended/online delivery and other formats);
- Creating a high-quality, learner-centred environment;
- Curriculum development and enhancement;
- Leadership and development of teaching and learning staff;
- Providing oversight and leadership of learner support and progression;
- Providing oversight of assessment and academic standards in collaboration with the IPU Professional Academy Quality and Standards Lead;
- Fully participating in and complying with the requirements of the quality assurance processes as set out by the IPU Professional Academy;
- Providing regular reports on the teams' activities;
- Fostering relationships with important external stakeholders; and
- Any other duties as may reasonably be required.

Teaching and Learning

This function lies at the core of IPU Professional Academy's commitment to ensuring that community pharmacies can access relevant, high quality training programmes that support their teams to deliver services in a safe, effective, patient focussed manner. As part of this responsibility, you will be expected to:

- Provide academic leadership and oversight of delivery across IPU Professional Academy education and training programmes ensuring coherence, consistency, and high standards of teaching practice;
- Lead the design and implementation of teaching, learning and assessment strategies suited to learners on the range of different IPU Professional Academy education and training programmes (including blended/online delivery where relevant);
- Ensure learning activities support the achievement of knowledge, skill and competence commensurate with the relevant qualification;
- Facilitate a positive, inclusive, and supportive learning environment that enables learner engagement and progression;

- Promote good academic practice, including academic integrity, referencing, and avoidance of plagiarism;
- Foster collegiate working relationships across pharmacy and the wider health sector; and
- Champion a culture of reflective practice, peer observation, professional dialogue, and continuous improvement.

Curriculum Development & Enhancement

Ensuring that the IPU Professional Academy education and training programmes are structured, relevant, and aligned with the knowledge, skills, and competencies required for both learners and community pharmacy is a core part of this role. Responsibilities include:

- Leading curriculum development and enhancement across the range of IPU Professional Academy education and training programmes and short courses based on learner feedback, outcomes data, evolving sector needs, and educational best practice;
- Maintaining alignment with relevant professional/industry expectations;
- Obtaining and maintaining appropriate external verification/validation/accreditation standards (e.g. QQI accreditation);
- Ensuring effective use of the learning management system (LMS) and digital tools to support teaching, engagement, accessibility, and assessment integrity;
- Collaborating with subject matter experts to update content, learning activities, and assessment approaches as well as technical course developers; and
- Ensuring the programme remains accessible, inclusive, and fit-for-purpose for diverse learner cohorts.

Staff Leadership, Development & Performance

You will be the line manager for the IPU Professional Academy Teaching and Learning Team. This small yet dynamic group of pharmacists and pharmacy technicians support the teaching and learning of learners enrolled on IPU Professional Academy courses. Responsibilities in this space include:

- Induction and ongoing support of the IPU Professional Academy Teaching and Learning Team;
- Provision of coaching, and academic direction to the IPU Professional Academy Teaching and Learning Team;
- Coordination of staff development plans aligned to the IPU Statement of Strategy and the teaching and learning needs of learners enrolled on IPU Professional Academy courses;
- Conducting peer observation or teaching enhancement processes, and supporting performance improvement where required; and
- Proactively maintaining expertise through ongoing own and team professional development.

Learner support and progression

Supporting learners to engage with and progress through their chosen programme of education is a core objective of IPU Professional Academy. Responsibilities in this space include:

- Ensuring appropriate learner supports are in place (academic writing/study skills, additional learning needs, reasonable accommodations, wellbeing signposting);
- Supporting the IPU Professional Academy Education and Training Manager in the management of academic issues on the programme (e.g., learner complaints related to delivery, academic conduct matters, learning support escalations);
- Monitoring learner engagement and progress;
- Maintaining structured mechanisms for learner voice (class reps, focus groups, surveys);
- Where relevant, engaging external stakeholders (employers, placement sites, professional bodies) to keep learning applied and work-relevant; and
- Supporting learners' progression pathways and awareness of further education or professional options, where appropriate.

Assessment of learners

Assessment of learners is fair and consistent and is always carried out professionally in line with IPU Professional Academy standards, policies and procedures. Assessment related responsibilities include:

- Ensuring assessment strategies are valid, reliable, fair, and aligned to programme/course/module learning outcomes and relevant standards;
- Overseeing assessment planning and assessment calendars to avoid overload and ensure appropriate sequencing;
- Ensuring assessment instruments are suitable, diversified and measure and produce consistent and accurate results;
- In conjunction with the IPU Professional Academy Quality and Standards Lead leading the assessment review cycles: analysis of results, identification of trends, and action planning to improve outcomes;
- Ensuring all assessments are conducted in line with documented standards and decisions are fair, valid and reliable; and
- Supporting and ensuring integrity of assessment processes, including plagiarism prevention and handling of academic misconduct in line with policy.

Quality assurance and compliance

IPU Professional Academy is committed to quality in education and training provision. Quality is essential to ensure that education and training programmes are delivered consistently and to an agreed standard, enabling learners to achieve the intended learning outcomes. It also supports continuous improvement by identifying good practice and areas where delivery and learner support can be strengthened. Documented quality assurance policies and procedures reflect the

IPU Professional Academy commitment to quality. Fully participating in and complying with the requirements of the quality assurance processes is essential. Relevant responsibilities include:

- Attending standardisation meetings where relevant for a particular programme of training;
- Participating in internal verification / internal quality assurance processes as required;
- Maintaining accurate and complete documentation: course/module descriptors, assessment briefs, marking rubrics, learner handbooks, policies, minutes, and action logs;
- Providing regular reports to programme governance forums on delivery, learner outcomes, risks, improvements, and resourcing; and
- Engaging with external authentication processes when requested.

Person Specification

Essential

- Qualified pharmacist registered and in good standing with the Pharmaceutical Society of Ireland with a minimum of three years post-qualification experience;
- A recognised teaching/training qualification (e.g., adult education, further education teaching qualification, PGCert in Teaching & Learning, or equivalent);
- Experience of leading and managing a team;
- Experience in the use of Microsoft Office suite;
- Knowledge of pharmacy legislation, regulatory environment and professional service delivery issues; and
- Possess the requisite knowledge and ability for the proper discharge of the responsibilities of this role.

Desirable

- Demonstrable experience in the design and development of accredited education or training programmes, ideally at Level 6 or equivalent on the National Framework of Qualifications (NFQ);
- Experience in blended/online programme delivery and assessment integrity approaches;
- Experience in programme development/validation or review processes; and/or
- Knowledge of/experience in Universal Design for Learning (UDL) and inclusive teaching practices.

Skills

- Excellent communication (written and verbal) with an ability to effectively adapt communication style as required;
- Strong organisational and administrative skills including a high level of accuracy and attention to detail;
- Team Player – works collaboratively with others to maximise individual and team effectiveness in order to achieve required service levels;

- Leadership skills – possess the strategic and interpersonal abilities to organise, guide, and empower team members to achieve goals;
- Self-awareness – has a clear understanding of own strengths and how to best utilise these within the team context;
- Growth mind-set – has a belief that their talents can be developed through application, good strategies and input from others;
- Commitment to continuing professional development;
- Relationship building – develop collaborative and trusting relationships;
- Adaptability – be able to deal with a number of priorities and demands at the same time and have an ability to manage interruptions requiring changes in priorities;
- Ability to use own initiative, to focus on and produce results and to prioritise objectives;
- Ability to handle confidential information with discretion;
- Ability to build and sustain internal and external networks and partnerships;
- Ability to take direction and meet deadlines and to work at pace when required.

Particulars of the Post

The appointee to the post will report to the IPU Professional Academy Education and Training Manager. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

Application Process

To apply, please complete the application form and, together with your CV, email to careers@ipu.ie or submit via the IPU Jobs Portal (<https://jobs.ipu.ie>) by 5:00pm on the closing date (Monday 3 August 2026).

Shortlisted candidates will be invited to attend a formal, competency-based interview(s), which will include a relevant exercise and will take place at the IPU offices in Butterfield House, Rathfarnham, Dublin 14. Interviews will be conducted in person.

For informal enquiries, please contact Pia Fennell by email at pia.fennell@ipu.ie.