

## **IEQAS is seeking an Operations Manager**

This is a great opportunity for someone who has clinical laboratory experience and is seeking to move into a management role in Ireland's national external quality assessment (EQA) scheme. It may appeal to those seeking more flexible working hours.

IEQAS is a national not-for-profit organisation that assesses and seeks to improve the quality of patient sample testing in Ireland. We provide external quality assessment schemes for clinical laboratories and extra-laboratory settings. Our schemes are educational (rather than regulatory), and provide a means of external audit, thus helping participants to achieve their aim of continuous quality improvement.

IEQAS collaborates with other national and international initiatives that have the objective of improving quality of analysis in laboratory medicine. We are a member of EQALM, which presents the opportunity to work with, and learn from, colleagues from EQA providers in other countries.

A panel may be formed as a result of this campaign from which IEQAS current and future vacancies may be filled.

### **Requirements (essential):**

- A Biomedical Science degree or an equivalent professional qualification
- At least 5 years' experience in clinical laboratory medicine (any discipline)
- Excellent organisational skills
- Excellent written and verbal communication skills
- Proven teamworking and people-management skills
- Excellent problem-solving and decision-making skills
- Ability to multi-task and prioritise projects effectively
- Full driving licence and own transport
- Ability to attend occasional meetings/conferences, both nationally and internationally

### **Experience which is considered advantageous:**

- Co-ordination of EQA within a clinical laboratory setting
- Quality management (including audit)
- Software for data/statistical analysis
- Financial management

**IEQAS Office Location:** B06 Nutgrove Enterprise Park, Nutgrove Way, Rathfarnham, Dublin 14, D14 DC83

**Role:** Effective management of a small team of scientific and technical staff to ensure that IEQAS continues to meet the needs of its members.

### **Responsibilities include:**

- Active involvement in all aspects of EQA scheme provision and assessment
- Ensure that the appropriate quality standards are met.
- Manage the financial aspects, including budgeting, wages, PAYE, PRSI
- Manage the organisation of the Annual Participants' Conference
- Actively participate in the improvement and development of services

**Report to:**

- The Board of Directors

**Work conditions:**

- The role may be redefined based on the specific skills of the candidate
- 35h/week, 25 days annual leave (or pro-rata, to be confirmed at job offer stage)

**Information and Applications:**

- For further information, please contact [info@ieqas.ie](mailto:info@ieqas.ie) or phone 01 4957356
- For applications, please submit your CV, along with a covering letter explaining how you could contribute to the team at IEQAS, to [info@ieqas.ie](mailto:info@ieqas.ie) by **May 17<sup>th</sup> 2024**

**Board of Directors**

Dr Peadar McGing

Hazel Graham

Dympna Murphy

- Academy of Clinical Science and Laboratory Medicine
- Association of Clinical Biochemists in Ireland
- Faculty of Pathology, Royal College of Physicians of Ireland



European Organisation For External Quality Assurance  
Providers in Laboratory Medicine