

Role Title	IEQAS EQA Scheme Manager
Purpose of the Role	To provide an External Quality Assessment (EQA) scheme service to all IEQAS and Partner Scheme members
Key Reports	IEQAS Operations Manager/ IEQAS Board of Directors
Salary	€60,6012 - €70,815
Enquiries To	Mary Kirrane, IEQAS EQA Scheme Manager, Email: mary@ieqas.ie or phone 01 -495735
Closing Date	Friday 7 th of August 2026 at 5pm

Key Duties and Responsibilities

Professional:

- Manage and take responsibility for all aspects of the IEQAS EQA scheme design, implementation, development, audit and continuous quality improvement.
- Provide a scientific advisory service to our participating laboratories, diagnostics manufacturers, Government and regulatory bodies and other organisations.
- Initiate and participate in evidence-based research studies and be responsible for implementing change within the area and setting and monitoring standards of practice.
- Work as part of the IEQAS team and wider groups e.g. Board of Directors/ Steering Committee/ Review Groups.
- Provide a service in varied locations in line with local policy/guidelines and within appropriate time allocation (e.g. hospital laboratory sites).
- Maintain professional standards of practice and quality standards of work.
- Seek the advice of relevant personnel when appropriate / as required.

Education & Training:

- Participate in mandatory training programmes as required.
- Take responsibility for, and keep up to date with EQA practice by participating in continuing professional development such as reflective practice, self-directed learning, research, clinical audit etc.
- Assist in the organisation of the IEQAS Annual Conference and any other educational courses run throughout the year.

Health & Safety:

- Implement agreed policies, procedures and safe professional practice and adhere to relevant legislation, regulations and standards.
- Work in a safe manner with due care and attention to the safety of self and others.
- Be aware of risk management issues, identify risks and take appropriate action.
- Report any adverse incidents or near misses to the IEQAS Operations Manager.

Administrative:

- Actively participate in the improvement and development of the IEQAS EQA service by liaising with the operations manager and other key stakeholders.
- Gather and analyse statistics and participate in internal and external audits and Standard Operating Procedure (SOP) updates in line with standards (ISO 9001:2015 and ISO/ IEC 17043: 2023).
- Represent IEQAS at meetings and conferences as designated.
- Monitor and respond to queries in a timely manner and if required ensure preventative actions are undertaken.
- Assist in ensuring that IEQAS makes the most efficient and effective use of developments in IT.
- Keep up to date with developments within the Irish Health Service.
- Carry out other duties appropriate to the post as required from time to time by the Operations Manager.

*The above Role Profile is not intended to be a comprehensive list of all duties involved and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

Academic/Professional Qualifications and/or relevant Experience:

- Have a proven record of expertise in clinical laboratory medicine (any discipline) and must hold a minimum of 4 full-time or equivalent years post qualification experience (CORU registered as applicable)
- Experience in EQA scheme data analysis and interpretation.
- Knowledge and understanding of Quality Management Systems and their relationship to accreditation.
- Working knowledge of the Irish Healthcare System.
- Full driving licence and own transport.
- A Biomedical Science degree or an equivalent professional qualification.
- 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.

Desirable:

- Completed a relevant Master's degree.
- Working knowledge of statistics.
- Working knowledge of clinical chemistry

Proficiency in the English language:

A high level of proficiency in the English language, written and spoken, is a requirement for this role.

Particulars of the Role:

1. The appointment to this post will be Permanent and Part Time (25 hours per week) with flexible working conditions for the right candidate.
2. Annual Leave allowance: 25 days, pro rata based on full-time employment 35 h/week.
3. IEQAS Code of Conduct Agreement to be signed by the successful candidate.



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