



JOB DESCRIPTION

Head of Institutional Research and Planning Office (IRPO)

Grade: Head of Department / Senior Manager

Reporting to: Director of Quality Assurance and Accreditation

Post Holder: TBA

Salary and Benefits: As per contract

Effective Start Date: 1st March 2026

Description:

The Head of Institutional Research and Planning Office (IRPO) is a senior management role responsible for leading and overseeing institutional data management, performance analysis, KPI frameworks, and strategic planning processes within the College.

The role ensures that institutional decision-making, quality assurance, and accreditation processes are supported by reliable, validated, and timely data. It leads the development of institutional evidence systems and performance monitoring frameworks aligned with OAQA requirements and institutional strategic objectives, and supports the integration of institutional planning with quality assurance through data-driven monitoring and evaluation.

The role plays a critical function in embedding a data-driven culture across the College and supporting continuous improvement through evidence-based planning and analysis.

Duties of the Role:

1. Lead the development and implementation of institutional KPI frameworks aligned with the College strategy and OAQA ISA standards.
2. Develop, manage, and maintain institutional data systems, dashboards, and reporting processes.
3. Establish and enforce institutional data governance frameworks across all departments.
4. Provide data-driven insights and analytical reports to support executive decision-making and institutional improvement.
5. Conduct institutional research and analyse student, staff, and stakeholder data.
6. Support institutional strategic planning and performance review processes.
7. Lead the development and maintenance of the institutional evidence management system.
8. Coordinate institutional benchmarking activities and analyse programme and curriculum performance in alignment with national qualification frameworks (e.g. OQF).
9. Coordinate institutional data and evidence for ISA, including validation and mapping.
10. Maintain institutional risk-related data and support risk monitoring.
11. Provide analytical support and liaise with departments for accurate data submission.

12. Collaborate with the Quality Audit and Compliance Office (QACO) to support audit and compliance processes.
13. Any other duties assigned by the Director.

Skills and Person Specification:

1. Fluency and excellent written and presentational skills in both English and Arabic.
2. Strong analytical and data interpretation skills.
3. Ability to manage complex datasets and systems in an organised and methodical manner.
4. Excellent time-management and prioritisation skills.
5. Strong interpersonal skills and ability to work collaboratively across departments.
6. Ability to communicate data insights clearly to a wide range of stakeholders.
7. Good understanding of quality assurance frameworks, KPIs, and institutional performance systems.

Education, Qualifications and Experience:

1. University MSc or bachelors from an internationally recognized institution of higher education.
2. Minimum of 5 years of experience in quality assurance and accreditation within higher education institutions or the OAQA.

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