

Accreditation Officer

ROLE DESCRIPTION

Title:	Accreditation Officer
Accountable to:	Chair of Accreditation Committee (AC) through the Lead Accreditation Officer
Reports to:	Lead Accreditation Officer
Relates to:	Board Officers, members of the Board and of its Accreditation Committee, accreditation visitors, staff and students of course providers in a formal relationship with the Board, staff of partner organisations e.g. BAAC, staff of other professional and regulatory bodies as required
Hours:	maximum of 60 days annually as required
Salary:	£200 per day plus essential expenses, including travelling from home
Term:	12 months initially
Location:	Home based, but able to travel throughout the UK
Performance review:	Normally annually, by the Lead Accreditation Officer

Main purpose of the role:

In conjunction with the Accreditation Committee and the Lead Accreditation Officer (LAO) to undertake the operational work associated with the accreditation of acupuncture programmes in a formal relationship with the Board and contribute to strategic development.

Specifically the role involves:

1. Working in accordance with the principles and procedures set out in the Board's Accreditation Handbook (2021), and its amendments, and with the Board's Codes of Conduct and Good Practice for committee members and the Nolan Principles.
2. Managing the work independently whilst maintaining constructive and supportive contact with LAO, the office team, the AC and Board, and all partner organisations.
3. Attending and contributing to the Accreditation Committee (AC) and attending the Board meetings, contributing when requested.
4. Supporting named course providers in their ongoing development and in particular with respect to developing and maintaining critically reflective course and institutional management that is made clear in documentation submitted to the Board.
5. Meeting senior staff of the named Course Providers regularly, online or by phone, and responding to their queries.
6. Receiving and reviewing Annual Monitoring Audit Forms (AMAFs) and documentation submitted for Provisional, Full Accreditation and Re-accreditation from course providers in a formal relationship with the Board, alongside the relevant AC members.
7. Assisting the LAO in collating AC's responses to the AMAFs.

8. Arranging accreditation visits with course providers, including agreeing the date with the institutions, recommending accreditation visitors for the approval of AC, agreeing a draft programme, ensuring that accommodation is booked and other 'housekeeping' arrangements are satisfactory.
9. Supporting accreditation panels during visits to institutions, ensuring that the team leader enables issues identified by AC to be thoroughly explored and sufficient evidence is gathered to support the conclusions, and that the visit is conducted in accordance with Board guidelines.
10. Keeping records of team discussion during the visits, ensuring that all team members contribute to the draft report.
11. Supporting the panel leader in drafting accreditation visit reports.
12. Identifying general issues arising from all reports during the year for inclusion in the AC's Annual Report.
13. Ensuring issues relating to individual course providers are followed through in subsequent contact with the institutions concerned.
14. Keeping abreast of policy and regulatory developments in higher education generally, and briefing AC, the Board and course providers accordingly.
15. Contributing to acupuncture programme internal validation events, at the request of higher education institutions.
16. Undertaking specific work and producing papers for discussion at the AC or Board as needed and requested by the Chair of AC, Lead AO or the Board.
17. Maintaining professional development through participation in conferences and developing and presenting scholarly papers.
18. Reflecting on and reviewing personal performance in the role and discussing this annually with the Lead AO and/or the Chair of the AC, formulating action to be taken in the following year.
19. Undertaking additional duties or projects at the request of the Lead AO, AC or Board in order to further BAAB's strategic objectives.