

British Acupuncture Accreditation Board

PERSON SPECIFICATION

Accreditation Officer (AO)

	Essential	Desirable
Qualifications	First degree in a professional field or other educational qualification	Higher degree in a professional field
Experience	<p>At least 5 years teaching and assessing in higher education in either the public or independent sector</p> <p>Significant management experience at a senior level within education</p> <p>Involved in quality assurance, including participating in validation and professional accreditation events</p>	<p>Significant teaching and management experience in health profession education</p> <p>QAA subject or academic reviewer, professional association academic assessor</p> <p>Knowledge of complementary therapies in general and of acupuncture in particular</p>
Skills & Attributes	<p>Facilitative style of working, able to provide a high level of support and to challenge when necessary</p> <p>Able to synthesize information from a range of sources and to produce clear and concise reports that reflect the content and feel of meetings</p> <p>Ability to contribute to and critique papers and agendas</p> <p>A team worker able to collaborate with others and maintain regard for the reputation of the organisation</p> <p>Able to work independently, prioritise own workload and meet deadlines</p>	<p>Knowledgeable and experienced in the BAAB's accreditation process</p> <p>External Examiner experience in higher education</p>

The person appointed will work from home with their own office and internet facilities. They may be in an advisory or project worker role with a teaching institution in a formal relationship with the Board, but will not be an employee of such an institution.