

## Job description – Head of Accreditation

<b>Grade:</b>	5 – Head of Accreditation
<b>Reporting to:</b>	Director of Regulation and Accreditation
<b>Working closely with:</b>	Chief Executive and Directors, Board members, Accredited Registers, regulatory bodies and other key stakeholders.
<b>Main purpose of job:</b>	Leading, developing and managing the delivery of, and acting as a spokesperson for, the PSA's Accredited Registers programme.
<b>Working conditions: (i.e. shift work, flexi time, overtime)</b>	The appointment is full-time, 37 hours per week. Due to the nature of the work, occasional attendance beyond the organisation's core working hours may be required. Flexi time is available.  Occasional travel may be required.
<b>Key tasks and responsibilities:</b>	<p>Leading the strategic and operational planning and delivery of the Accredited Registers programme.</p> <p>Leading on business development and financial and resource planning for the programme, promoting the benefits of the programme to new and existing Registers, and ensuring the ongoing financial sustainability of the programme. This includes protecting the integrity of the accreditation Quality Mark and reputation of the programme.</p> <p>Influencing senior level stakeholders to build the credibility of the programme and encourage its adoption as part of the health and care system. This will include leading on strategic projects to raise awareness, recognition and use of the programme, and representing the PSA at external events.</p> <p>Overseeing the assessments of Registers, including documentary review, gathering and analysis of evidence and reporting of findings.</p> <p>Ensuring that renewal assessments are proportionate to risk, carried out in a timely way, and identify areas of good practice and for further improvements.</p> <p>Ensuring that accreditation decisions and concerns are communicated in a clear, sensitive and timely way with members of the public and Registers.</p> <p>Managing risks associated with the programme to the public and to the reputation of the programme.</p> <p>Working with the Communications team to raise professional and public awareness of the programme.</p> <p>Ensuring that Equality, Diversity and Inclusion are embedded throughout accreditation processes, and that opportunities to enhance best practice are identified.</p> <p>Maintaining systems of quality assurance and ensuring a culture of continuous improvement.</p> <p>Ensuring the Standards for Accredited Registers are kept under review and updated as required so they drive improvements and good practice.</p> <p>Negotiating and managing contracts for services with external contractors.</p> <p>Line managing Accreditation Officers.</p> <p><b>and any other duties that can reasonably be assigned in relation to the grade of the post.</b></p>

## Person Specification – Head of Accreditation

	Essential:	Desirable:
<b>Education, Qualifications and Training</b>		
<b>Special Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong analytical skills with excellent attention to detail</li> <li>• Ability to prioritise work and work to deadlines</li> <li>• High level written and oral communication skills</li> <li>• Strategic thinking</li> <li>• Able to report on complex matters in a style that can be readily understood by lay persons</li> <li>• Strong relationship management skills, including the ability to discuss contentious issues and/or provide feedback to senior personnel</li> <li>• Team working, including a flexible approach and the ability to work effectively in a small organisation</li> <li>• Project management skills</li> <li>• Negotiating and influencing</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Staff management</li> <li>• Being responsible for the operational delivery of a service or function</li> <li>• Engaging with senior level stakeholders</li> <li>• Public speaking/presenting</li> <li>• Managing and preparing budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service/complaints handling</li> <li>• Communications and/or the marketing or promotion of services or products</li> </ul>