

Job description – Director of Regulation and Accreditation

Grade:	Executive
Reporting to:	Chief Executive
Working closely with:	The Chief Executive, the PSA Board, the Performance Review, Accredited Registers and Section 29 Teams, and the Executive Leadership Team, Chief Executives and senior management teams of the ten regulators overseen by the PSA; external lawyers instructed in relation to the PSA's work; the four Departments of Health and Social Care across the UK; accredited registers; the Privy Council.
Main purpose of job:	<p>To ensure the PSA is meeting statutory obligations in relation to its duty to oversee the ten statutory health and social care regulators and to manage the Accredited Registers programme.</p> <p>Representing the PSA externally in relation to the statutory obligations in interactions with the senior management of the regulators, the four Departments of Health and Social Care, accredited registers and the Privy Council.</p> <p>To work as part of the Executive Leadership Team to lead the organisation and contribute to the development and implementation of the strategic and business plans.</p>
Working conditions: (i.e. shift work, flexi time, overtime)	<p>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.</p> <p>Occasional travel may be required.</p>
Key tasks and responsibilities:	<p>Support the Chief Executive in the running of the organisation as a member of the Executive Leadership Team.</p> <p>Contribute to the development of the corporate strategy and its implementation through business planning, budget setting, risk management and objectives directly concerning the work of the Regulation and Accreditation Directorate.</p> <p>Lead the Regulation and Accreditation Directorate in the effective delivery of the PSA's statutory functions:</p> <ul style="list-style-type: none"> • Review the regulators' final fitness to practise decisions and managing the associated High Court litigation. • Report to Parliament on the performance of the ten regulators. • Investigate concerns about the regulators (whether at the request of the Secretary of State or otherwise) and conduct other reviews as necessary. • Manage the Accredited Registers Programme.

	<ul style="list-style-type: none"> • Advise the Privy Council about the regulators' Councils' appointments processes and identify and disseminate good practice. • Advise the PSA Board, ELT and staff on regulation and accreditation issues as well as any other issues falling within the particular expertise of the Directorate. • Ensure that the work of the Regulation and Accreditation Directorate is properly reported to the Scrutiny Committee and to the Board. • Ensure the maintenance of good working relationships with the regulators, external legal advisers, other relevant statutory bodies, accredited registers and the four Departments of Health and Social Care. • Promote and monitor equality, diversity and inclusion within the PSA and in the work of the regulators and accredited registers. • Represent the PSA at meetings/conferences and give presentations on issues relating to the PSA. • Be accountable for the budget allocated to the Regulation and Accreditation Directorate in accordance with our financial provisions. • Oversee the work undertaken to address concerns raised about the regulators and registers. • Line manage the Head of Performance Review, Head of Legal and Head of Accreditation. <p>Any other duties that can reasonably be assigned in relation to the grade of the post.</p>
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Person Specification – Director of Regulation and Accreditation

	Essential:	Desirable:
Education, Qualifications and Training		<ul style="list-style-type: none"> Leadership and management qualifications and/or training
Special Skills / Knowledge	<ul style="list-style-type: none"> Able to operate at a strategic level Able to motivate staff and colleagues Good time management and able to manage and prioritise a workload and programme of work with competing interests Analytical skills, capable of making sound decisions without direction Knowledge of regulatory concepts and, particularly, fitness to practise/professional discipline Good knowledge of equality, diversity and inclusion issues High level written and oral communication skills, including communicating complex concepts as simply as possible Able to build relationships and influence others inside and outside the PSA 	<ul style="list-style-type: none"> Knowledge of healthcare regulation and fitness to practise processes.
Experience	<ul style="list-style-type: none"> Experience at senior level in a regulatory environment Complex problem solving and critical analysis Effectively quality assuring others' work and feeding back learning points/development needs Achieving positive outcomes in difficult situations. Leading, managing a team effectively and developing staff, including through periods of change Working with internal and external stakeholders at all levels Working within a statutory framework 	<ul style="list-style-type: none"> Conducting investigations on behalf of a statutory/regulatory body Managing/advising on fitness to practise cases or litigation around them Public speaking and presentations Negotiation with other organisations and/or contractors Project/change management.