

Candidate Information

Position:	Accreditation Support Officer
School/Department:	Management
Reference:	19/107944
Closing Date:	Wednesday 20 November 2019
Salary:	£28,331 to £32,817 per annum.
Anticipated Interview Date:	Tuesday, 3 December 2019

JOB PURPOSE:

The post holder will take responsibility for supporting all aspects of the School's efforts to achieve and maintain EQUIS, AACSB and AMBA accreditation. Reporting regularly to the School's Accreditation Committee the post holder will be expected to work to very tight deadlines, deliver results quickly and to a high standard simultaneously across three accreditation processes.

MAJOR DUTIES:

1. To work closely with the Accreditation Committee and the Accreditation Champion in the preparation of data, reports and documentation for each accreditation.
2. To acquire, maintain and disseminate knowledge of the accreditation processes and criteria to all stakeholders. Liaise with appropriate colleagues in the School, Faculty and University Directorates, particularly Academic and Student Affairs and the University Planning Office.
3. To assist the Accreditation Champion in providing appropriate systems and practices to ensure that essential data sets are captured, are accurate and kept up to date in order to support the accreditation process.
4. To interrogate and analyse complex data from various sources to inform QMS external accreditations. To ensure that data is assessed appropriately to identify and make recommendations for improvements across the School that would impact on accreditation. Maintain a library of key documents related to accreditation and the implementation of improvements.
5. To monitor the School's performance against both the strict deadlines and specific criteria as set by the external accreditation bodies and to provide progress reports to the Accreditation Committee.
6. To arrange attendance for appropriate staff to attend conferences and seminars organised by external accreditation bodies.
7. To be responsible for managing external accreditation review visits to include: developing a schedule for meetings for external visitors and QMS colleagues; acting as the first point of contact for external review visitors; briefing colleagues prior to meetings with external reviewers; organising travel and accommodation; managing the preparation of a base room prior to review visits and hosting external visitors.
8. To ensure quality accreditation processes are continued after accreditation has been awarded: Develop action plans in order for accreditation to be retained by the School.
9. To maintain the School's Register of links with Professional Statutory and Regulatory Bodies (PSRB).
10. Support the School Manager in managing the School's Accreditation Budget.
11. Manage the work of the clerical staff within the Accreditation Team.
12. Support and service School committees, as required.
13. Carry out such other duties as may be required and which fall within the general ambit of the post.
14. To undertake travel within the UK and Overseas as appropriate.

Planning and Organising:

1. Contribute to short or medium term developments to support the achievement of project objectives.
2. Work independently but contribute as an active member of teams.
3. Develop appropriate work schedules in order to meet targets and/or turnaround times.
4. Excellent organisational and administrative skills with a high attention to detail.

5. Deliver multiple projects, each demanding high level of accuracy, simultaneously and be expected to deal with competing priorities from colleagues and external bodies.

Resource Management Responsibilities:

1. Assist in the planning of resources within the area of responsibility to ensure that they are effectively managed and monitored.
2. Assume delegated responsibilities as appropriate.
3. Manage staff where appropriate; monitoring and supporting the performance management and development of staff to ensure that individual contributions are maximised.

Internal and External Relationships:

1. Attend internal and external meetings to ensure that relevant issues are appropriately represented and reported.
2. Liaise with key contacts (Within the Schools, Faculty of AHSS, other support Directorates and all other stakeholders) to ensure appropriate integration, collaboration and understanding of accreditation processes.
3. Maintain relationships with accrediting Institutions such as: AMBA, AACSB, EFMD.

ESSENTIAL CRITERIA:

1. Educated to degree level or equivalent and a minimum of 2 years recent senior administrative experience. OR; Relevant academic or vocational qualifications e.g. 2 A Levels at Grade D or above or NVQ Level 3 in Administration or Business Management or equivalent and at least five years relevant senior administrative experience.
2. A proven track record of managing complex projects demanding a high level of accuracy and delivering successfully to very tight deadlines under pressure.
3. Experience of report writing.
4. Proven line management experience.
5. Experience of successful team working.
6. Knowledge of systems and processes used in an office environment.
7. Appropriate analytical and problem solving skills.
8. Ability to assimilate, interpret data and present complex information in coherent and effective manner.
9. Excellent IT skills including word processing, spreadsheets and use of relevant databases.
10. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships with a wide range of colleagues, particularly senior-level colleagues.
11. Ability to communicate information and ideas effectively.
12. Excellent organisational and prioritising skills.
13. Ability to work independently and on own initiative.
14. Flexible, willing to adapt to new tasks and duties.
15. Willingness to travel and work outside of core working hours.

DESIRABLE CRITERIA:

1. A track record of managing the accreditation or Quality Assurance process for an education establishment, or Industry: ISO9001 Certification or Investors in People.
2. Knowledge of the business education sector.
3. Experience of working with senior academics or business leaders.