

## Job Description and Person Specification

### Job Description: Accreditation Officer

<b>Grade</b>	2 - Officers & Advisors
<b>Reporting to</b>	Head of Accreditation
<b>Working closely with</b>	<ul style="list-style-type: none"><li>• Accreditation team</li><li>• Accreditation Panels</li><li>• Scrutiny Committee and the PSA Board</li><li>• PSA teams: Performance Review, Policy, Communications and Engagement, Finance</li><li>• Current and prospective Accredited Registers</li><li>• Members of the public and other stakeholders of Accredited Registers</li></ul>
<b>Main purpose of the job</b>	To conduct assessments and prepare published reports that make recommendations on whether current and prospective Accredited Registers meet our Standards for Accredited Registers.
<b>Working conditions: (i.e. shift work, flexi time, overtime)</b>	<p>The appointment is full-time (37 hours per week).</p> <p>Core work hours, when everyone is expected to be working unless on leave, are 10.00 to 16.00 and the remaining contracted hours can be worked flexibly between 7.00 to 19.00.</p> <p>Occasional working beyond Core work hours may be required to meet deadlines or attend events.</p> <p>Hybrid working with a minimum office attendance requirement of 3 days per week during probation, and 2 days a week upon passing of probation.</p> <p>Occasional travel may be required.</p> <p>Applications for different working patterns will be considered.</p>

<b>Key tasks and responsibilities</b>	<p>Conducting c.15 assessments a year for new applications and current Accredited Registers, working within Key Performance Indicators and in compliance with Standard Operating Procedures.</p> <p>Writing Plain English internal and external reports for decision makers, Accredited Registers and members of the public.</p> <p>Handling consultation responses (known as Share Your Experience submissions) and identifying themes relevant to the Standards for Accredited Registers and issues that may require escalation through assessment processes.</p> <p>Communicating sensitively with members of the public and escalating risks to the Head of Accreditation.</p> <p>Day to day account management and primary contact for Registers within an annually allocated portfolio. This will involve liaising with staff at all levels including very senior leaders and maintaining public facing information about each Accredited Register.</p> <p>Promoting Equality, Diversity and Inclusion (EDI) within all aspects of work, including through Impact Assessments. Identifying and sharing best practice on EDI by the Accredited Registers.</p> <p>Effective administration of the accreditation process, including handling and storing information in accordance with organisational policies.</p> <p>Support the Head of Accreditation to grow, mature and promote the Accredited Registers through business as usual and project-based activities.</p> <p><b>and any other duties that can reasonably be assigned in relation to the grade of the post.</b></p>
---------------------------------------	--

## Person Specification: Accreditation Officer

	Essential	Desirable
<b>Education, Qualifications and Training</b>		
<b>Special Skills / Knowledge</b>	<p>Strong analytical skills with excellent attention to detail</p> <p>Ability to prioritise work and work to deadlines</p> <p>Good interpersonal and communication skills</p> <p>Flexibility and the ability to work effectively in a small organisation and within a small team.</p> <p>Able to liaise effectively with a wide range of stakeholders including senior staff</p>	<p>Knowledge of confidentiality and data security legislation</p>
<b>Experience</b>	<p>Experience in an analytical and assessment role</p> <p>Experience in report writing</p> <p>Experience of undertaking administrative tasks</p> <p>Experience of handling complaints or working in a customer facing role</p>	<p>Experience of working within a statutory framework</p> <p>Experience of working within assessment or audit frameworks</p> <p>Experience of undertaking assessments or interviews</p>