

British Acupuncture Accreditation Board

Accreditation Officer Vacancy

The BAAB is an independent, highly regarded accreditation body which works closely with the British Acupuncture Council (BACc). The Board is currently responsible for the accreditation of pre-qualifying degree level acupuncture programmes in 10 course providers in both universities and independent colleges. Accreditation Officers play a key role in supporting individual institutions in their ongoing educational development, and in providing the profession and the general public with confidence in the standards of new entrants to the BACc.

This interesting and rewarding role enables you to work from home, supported by a small team, under the guidance of the Lead Accreditation Officer. You will support up to 6 named teaching institutions and contribute to their continuing development, as well as contributing more generally to the work of the Board. The person appointed will have extensive experience of higher education, and ideally some experience of Chinese medicine and acupuncture. Detailed information about the Board's work can be found at baab.co.uk

For further information please contact Pippa Sequeira at pippa@acupuncture.org.uk

Application deadline: 17th December 2018

Shortlisted applicants called for interview: 19th December 2018

Interviews: 10th January 2019

ROLE DESCRIPTION

Title:	Accreditation Officer
Accountable to:	Chair of Accreditation Committee (AC) through the Lead Accreditation Officer
Reports to:	Lead Accreditation Officer
Relates to:	Board Officers, members of the Board and Accreditation Committee, accreditation visitors, staff and students of teaching institutions in a formal relationship with the Board
Hours:	A maximum of 80 days per year, on a flexible basis, with appropriate advanced planning from Feb 1 st 2019.
Salary:	£200 per day, plus expenses, including travelling from home
Location:	Home based, but able to travel throughout the UK

Main purpose of the role:

In conjunction with the Accreditation Committee (AC) and the Lead Accreditation Officer to undertake the operational work associated with the accreditation of institutions and

programmes by the Board and to contribute to strategic development.

Specifically the role involves:

1. Managing your work independently whilst maintaining constructive and supportive contact with staff team, the AC and Board, and any other partner organisations.
2. Attending and contributing to the Accreditation Committee (AC) and Board meetings.
3. Supporting named institutions in their ongoing development, with respect to developing and maintaining critically reflective course and institutional management that is made clear in documentation submitted to the Board.
4. Reviewing annual reports, and documentation for accreditation and Major Reviews, from course providers in a formal relationship with the Board.
5. Contributing to written reports for course providers, the AC and Board.
6. Arranging occasional accreditation visits with your named institutions, including setting dates, a draft programme, and drafting the visit report.
7. Identifying general issues arising from all institutional reports during the year for inclusion in the AC's Annual Report.
8. Contributing to acupuncture programme internal validation events, at the request of higher education institutions.
9. Attending and contributing to British Acupuncture Council (BAcC) Committees as nominated by AC, and reporting to AC regularly.
10. Undertaking specific work and producing papers for discussion at the AC or Board as needed by the Chair of AC, Lead AO or the Board.
10. Maintaining other professional development through participation in conferences and developing and presenting scholarly papers.