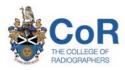


# **Job Description and Person Specification**

Job Details					
Job Title	Professional Officer: Education & Accreditation				
Hours of work	0.4 WTE				
Contract	Permanent				
Line manager	Head of Education and Research				
Accountable to lead:	Executive Director of Professional Policy				
Place of Work	ybrid or Home based				
Grade	D1				
Information about the Society	The Society and College of Radiographers (SCoR) are two separate companies operating together to provide service and support for radiography professionals. Together they comprise the professional body and trade union for those practising in medical imaging and radiotherapy.  The Society is a trade union affiliated to the TUC with approximately 30,000 members. The College is a charitable body registered in England and Scotland.  Although legally distinct companies, the Society and College operate seamlessly and have common objectives concerned with the promotion and development of medical imaging and radiotherapy, the promotion of study and research into radiography, and public awareness of the profession. All of these objectives are seen to be directly in the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.				
Purpose of Job	The professional officer: education and accreditation post encompasses roles in relation to the education and individual accreditation work of the College of Radiographers. The work of the College continues to increase with new educational programmes seeking College approval in response to growing demand and the considerable change in both healthcare and higher education.  The post holder will work alongside the current education and accreditation officers contributing to the work of the team and enable the Society and College to further develop its education and individual accreditation work to the highest level and comprehensively. The provision of appropriate, effective and efficient education and individual accreditation services to education providers, and members of the Society of Radiographers is a fundamental responsibility of the post.  The post holder will be expected to travel throughout the UK and occasionally overseas; and to be away from home for short periods of time, including some weekends.				
Key Relationships					

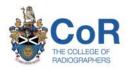
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Internal	Executive Director of Professional Policy Head of Education and Research Professional Officer team and administrators National and Regional Officer team and administrators Students and New Professionals Officer
	Head of External Relations, Marketing and Communications
External	Universities and other providers of radiography education Other bodies and other organisations relevant to further and higher education, especially where these relate to healthcare professionals' education, registration and accreditation; including apprenticeships All members of the Society of Radiographers Relevant suppliers, for example, our CPD Now and website suppliers

### **Main Duties and Responsibilities**

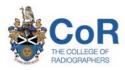
- Advise on and contribute effectively to the development, dissemination and implementation of policy, strategy and guidance that strengthens and supports the preand post-registration education, continuing education, and individual accreditation work of the Society and College of Radiographers across the UK.
- 2. Work with the current education and accreditation officers in strengthening and developing our services for and relationships with education providers and practice placement providers.
- 3. Establish robust policies, systems and processes to manage and quality assure the education and individual accreditation services of the organisation.
- 4. Provide leadership of and support for any relevant advisory committees, working groups, special interest groups, networks, and other ad hoc groups as necessary, enabling them to undertake their work effectively (for example, Approval and Accreditation Board; student working group; admissions tutors forum; practice placements forum; Heads of Radiography Education (HRE) etc).
- 5. In the context of education and accreditation, provide appropriate advice and guidance to members, including student members, colleagues and external organisations and bodies.
- 6. Gather, analyse and disseminate succinctly information and intelligence that might impact on the development of the profession of radiography in general, and on education and individual accreditation in particular. A key requirement is the publication of an annual report of all activity overseen by the Approval and Accreditation Board.
- 7. Interact and develop good working relationships with a wide variety of external organisations and bodies, for example, the education leads of the Allied Health Professions, the National Association of Educators in Practice; and with particular regard to such organisations and bodies that affect or impact upon professional education and individual accreditation.



- 8. Take a leading role in preparing organisational responses to public consultations related to education and individual accreditation that bear on the work of the Society and College of Radiographers, and its members, including student members.
- Remain abreast of policy and practice developments related to education and individual accreditation, and ensure that these inform policy, processes and practice of the Society and College of Radiographers.
- 10. Bring education, individual accreditation and professional expertise to bear on the work of the professional and education team.
- 11. Represent the Society and College of Radiographers effectively in the UK and internationally as need arises.
- 12. Work collaboratively with all other parts of the organisation across the UK, appreciating the policy differences in relation to education across the four nations.
- 13. Undertake other duties which may be appropriate within the areas of responsibility of the post.
- 14. Carry out all duties in accordance with the policies and procedures of the Society and the College.

#### **Additional Notes and Changes**

This is a description of the role, as it is presently constituted. It is the practice of the Society and College to examine job descriptions from time to time and to update them to ensure they relate to the role as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you. The Society and College aims to reach agreement on changes, but if an agreement is not possible, the Society and College reserves the right to insist on changes to your job description, after consultation with you.



	s / Experience required	Essential	Desirable	(Application form, test, interview etc.)
1.	Recognised expertise and leadership in education and professional practice in radiography.	<b>√</b>		Application form Interview
2.	A postgraduate qualification in education.	<b>√</b>		Application form
3.	HCPC registered radiographer.	<b>√</b>		Application form / registration certificate
4.	Excellent verbal and written communication skills.	<b>V</b>		Application form; Presentation; Interview
5.	Ability to work effectively and to tight deadlines.	<b>√</b>		Interview
6.	Strong attention to detail.	<b>√</b>		Interview
7.	Ability to prioritise workload appropriately yet be flexible to accommodate changing priorities and needs.	<b>V</b>		Interview
8.	Ability to translate ideas, concepts and evidence from a wide variety of sources into clear, concise, written policy statements or reports.	✓		Exercise; Presentation; Interview
9.	The ability to think clearly and analytically, including using data, to support and inform arguments and presentations.	✓ ·		Interview
10.	Ability to work effectively as a team member and to provide thought leadership in the specialist area of this role.	✓		Application form; Interview
11.	Ability to establish and maintain good working relationships internally and externally.	<b>√</b>		Interview
12.	Good time management skills and the ability to manage a varied and diverse workload on a self- directed basis.	<b>√</b>		Application form; Interview

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13. A broad understanding of health & social care policy and awareness of current political events related to healthcare and education, and how these might impact upon the profession of radiography and its practitioners.	<b>*</b>		Interview
<ol> <li>Excellent ability to lead and manage projects.</li> </ol>		<b>√</b>	Application form; Interview
15. Highly effective use of information technology and proficiency Word, PowerPoint and Excel.	<b>√</b>		Application form Interview
16. Ability to build networks.		<b>√</b>	Application form Interview
<ol> <li>Confident and compelling presentational and public speaking skills.</li> </ol>	<b>✓</b>		Interview Exercise
18. Ability and willingness to travel throughout the UK when needed, including occasional overnight stays away from home.	<b>V</b>		Interview



### **FOR EXTERNAL USE**

## **Society and College Radiographers**

**Chief Executive Officer** 

Executive Director of Finance & Operations

ER|HRBP

Head of Finance

IT & Facilities Manager

IT Team Finance Team

HR Team

Executive Director of Professional Policy

Head of Education & Research

Professional Officers & Admin Support Executive Director of Industrial Strategy & Member Relations

Head of Industrial Relations

National, Regional Officers Health & Safety Policy Officer Students & New Professionals Officer Admin Support Head of External Relations, Marketing & Communications

Conferences &

Events

Manager

C&E Team

Digital

Communications

Team

Membership Services Manager

Membership Services Team Key to chart

Executive Directors

Managers

CEO Support Team

Heads of

Department

Team Members

Team member reporting to EDISMR with some responsibility for P&E matters

**CEO Office** 

PA to CEO PA EDPP PA EDFO PA EDISMR

CEO Office

Knowledge Manager Governance Manager EDI Lead

