

Guidance Notes for Job Applicants

Introduction

These notes are intended to help you to participate in our selection process as effectively as possible. **Please read these notes carefully before completing your online application form.**

If you have any difficulty in completing your online form or require any adjustments to support an individual need or a disability, please contact us on Jobs@sor.org

The application form plays an important part in the selection process, both as a tool for shortlisting candidates for interview, and in the interview. The application process is designed to give all candidates the opportunity to demonstrate the extent to which they can meet the requirements of the role.

To ensure fairness to all applicants, any decision to shortlist for interview will be based solely upon the information you supply on your application form. Even if you are already known to SOR / COR as a previous or current employee or a member, it is important you complete the online form in full.

Closing date for submission of online applications is **29th June 2025 at 23:59 hrs.** No applications will be accepted after this deadline, even if you have partially completed it.

SOR / COR reserve the right to close the vacancy earlier should there be a large response. Interested candidates are therefore encouraged to submit their application at the earliest opportunity.

Interviews will take place virtually on **8th July 2025.**

Examine the Job/Role Description and Person Specification

All SOR / COR vacancies will include a full job/role description with a person specification. The purpose and main duties and responsibilities of the post are set out in this document along with the knowledge, skills and experience we are looking for in the successful candidate. It is important to read all the information in these documents before completing your application.

You can find the Job Description / Person Specification for this role below ([click here](#)).

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Analyse your experience

Look at the activities involved in the role. Think about what specific evidence you can provide to demonstrate you have the necessary knowledge, skills and experience. Explaining your current (and previous) jobs to someone else may help you uncover 'hidden' skills that you take for granted. You may also want to include voluntary/unpaid work experience, or experience gained via a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the vacancy.

Preparation to complete your online application form

SOR / COR uses an online application process via Hireful, our Applicant Tracking System. When you click "Apply" you will be directed to our Jobs pages and the online application form.



The display of the online application form can be adjusted to support additional needs you may have by clicking on the accessibility button. Different profiles and adjustments are available to improve accessibility.

Once you have *submitted* your application it cannot be updated, it is therefore recommended that you prepare your answers to both the pre application questions in advance and that you have all your career & education history and a supporting statement to explain how you meet the requirements of the person specification before you start.

You can however come back to a partially completed application *before submission*, using the link that will be emailed to you so long as the job remains open to applications.

You will not be able to attach to your application form your CV, testimonials or copies of educational certificates, unless specifically requested to do so. You are encouraged to target your application and specifically answer the shortlisting questions rather than cutting and pasting sections from your CV or a covering letter.

We recognise that the application process is a little more involved and takes a bit more time than some processes that require candidates to click a link and upload their CV. However, our application process is outcomes based and allows all applications to be measured against the same criteria.

It is important to remember that those involved in the selection process cannot guess or make assumptions about you, and even if you are known to the SOR, the panel will not know this since all applications are anonymised by our Applicant Tracking software. Make sure you tell us everything relevant to your application and that you complete all the sections on the form. Please read the instructions on the application form, which are designed to assist you in providing us with the information we need.

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Please also do not exceed the prescribed word count.

To help you prepare for your application, you will need information in the areas detailed below.

Section 1: The pre-application form

The section headed ‘Pre-Application’ is a very important part of the online form. In this section you will be asked to respond to some, or all of the essential criteria as set out in the person specification for the role, by answering some very specific questions.

Please ensure you answer the questions in full. Once you proceed beyond these questions, you will not be able to go back and change it, so you may find helpful to prepare the answers to your questions in advance.

These questions provide us with evidence to demonstrate that you possess the knowledge, skills and experience required. It is not sufficient to merely state in your application that you have the knowledge, skills or experience required without providing specific examples of what you have done and how you believe this demonstrates you meet each requirement.

SOR053 – Education and Accreditation Officer Part time

| Pre-application questions for candidates to complete on online application form. | |
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| 1. | Describe your post-graduate qualifications |
| 2. | With examples, describe your experience and expertise in radiography education and practice |

Section 2: The main application form

In this section, you will need the following information to hand:

- Your personal and contact details.
- Your full employment history, with dates of employment and a summary of your roles and responsibilities, reasons for leaving and salary. You should start with your present and most recent employer.
- You will also detail your education and training.
- Your skills, experience and additional information in your supporting statement. This section enables you to detail evidence to support other aspects of the essential and desirable criteria listed on the job description / person specification that you may not have included in the pre-application questions. Please keep the word count to 400 words.

Once you are happy with your application, please submit it, and you will receive an

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acknowledgement of receipt to your email.

We hope you find the contents of this document helpful and good luck with your application.

If you have any questions in relation to your application, please contact a member of the Human Resources team by emailing Jobs@sor.org.

We look forward to receiving your application, the link to apply can be found on our website here: <https://www.sor.org/jobs>

Job Description & 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 | Hybrid or Home based |
| Grade | D1 |
| Information about the Society | <p>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.</p> <p>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.</p> <p>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.</p> |
| Purpose of Job | <p>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.</p> |

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| | <p>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.</p> <p>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.</p> |
| Key Relationships | |
| Internal | <p>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</p> |
| External | <p>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</p> |
| Main Duties and Responsibilities | |
| <ol style="list-style-type: none"> 1. Advise on and contribute effectively to the development, dissemination and implementation of policy, strategy and guidance that strengthens and supports the pre- and 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 | |

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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.
9. 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

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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.

| Skills / Experience required | Essential | Desirable | Evidenced by (Application form, test, interview etc.) |
|--|-----------|-----------|--|
| 1. Recognised expertise and leadership in education and professional practice in radiography. | ✓ | | Application form Interview |
| 2. A postgraduate qualification in education. | ✓ | | Application form |
| 3. HCPC registered radiographer. | ✓ | | Application form / registration certificate |
| 4. Excellent verbal and written communication skills. | ✓ | | Application form; Presentation; Interview |
| 5. Ability to work effectively and to tight deadlines. | ✓ | | Interview |
| 6. Strong attention to detail. | ✓ | | Interview |
| 7. Ability to prioritise workload appropriately yet be flexible to accommodate changing priorities and needs. | ✓ | | 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 | ✓ | | Interview |

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| relationships internally and externally. | | | |
| 12. Good time management skills and the ability to manage a varied and diverse workload on a self-directed basis. | ✓ | | Application form; Interview |
| 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. | ✓ | | Interview |
| 14. Excellent ability to lead and manage projects. | | ✓ | Application form; Interview |
| 15. Highly effective use of information technology and proficiency Word, PowerPoint and Excel. | ✓ | | Application form Interview |
| 16. Ability to build networks. | | ✓ | Application form Interview |
| 17. Confident and compelling presentational and public speaking skills. | ✓ | | Interview Exercise |
| 18. Ability and willingness to travel throughout the UK when needed, including occasional overnight stays away from home. | ✓ | | Interview |

Use of AI in the application process

Your application is assessed by a panel of people at the SOR who are trained in inclusive recruitment and selection using clearly defined set of criteria. We do not use Artificial Intelligence (AI) or computers to shortlist candidates.

We appreciate however that the advent of AI provides opportunities for candidates to use it as part of their job application.

If you choose to use AI or other tools to assist in writing your application, it's essential to personalise this information and ensure you provide evidence to support your comments / claims and explain how your experience meets the requirement of the role.

While AI can help streamline the writing process, our experience shows us that these tools cannot fully grasp the context or requirements of the job, nor can they accurately reflect your skills, knowledge, and experience.

We are vigilant to AI generated applications and see an increasing number of candidates relying on AI for the entirety of an application. This can result in an application that can lack relevance and fails to address the key criteria outlined in the job description and person specification. It may come across as generic, lacking in substance, and fails to distinguish candidates from other applicants.

Our inclusive recruitment process is aimed at uncovering the evidence to demonstrate that candidates have the actual skills and experience to do the role and without demonstrable evidence or examples an application is unlikely to get shortlisted.

What happens next - The Recruitment Process **Shortlisting**

Shortlisting will take place as soon as possible after the closing date. All applications are automatically anonymised by our Applicant Tracking System and your application will be given a unique number. Diversity data remain anonymous throughout the process and cannot be accessed by HR or the selection panel. We report on Diversity data on an annual aggregated basis to help us ensure our processes are inclusive and free from bias.

When shortlisting, we assess the extent to which your application meets the essential criteria that we set out the Pre-Application questions on the application form. Shortlisting managers will then go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the role. Unless you have provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted.

You will be notified of the outcome of the shortlisting process via email.

Interviews

We try, wherever possible to indicate in the advert and job/role description the date when interviews will be held so applicants can plan. If you are shortlisted, we will normally contact you by telephone and email to invite you to interview. We will give full details of what the selection process will involve.

If you have a disability and need any adjustments to be made for you to participate in the selection process, please contact us immediately on receipt of your interview invitation to discuss this so we can accommodate your needs.

In some instances, it may be necessary to hold the selection process in two or more stages and applicants may be called back for a second assessment. You will be given full details about the arrangements if this applies to the selection process for the vacancy for which you are applying.

Offers

All offers to work at SOR / COR are made subject to receipt of references, proof of educational qualifications and eligibility to work in the UK.

Details of our pre-employment checks and what they mean for you are outlined below.

Satisfactory references covering the last 2 years of employment

Depending on the role that you are applying for, you will be asked to provide contactable referees for the last two years of your employment and/or education. Please be aware that we are flexible in this requirement and gaps in your employment or education will not be held against you. The references we receive must be satisfactory.

Proof that you are legally entitled to work in the UK

The Immigration, Asylum and Nationality Act 2006, requires all employers to check all employees have a legal right to work in the UK. All successful applicants will, therefore, be asked to provide documentary evidence to support their entitlement to work in the UK prior to commencing their new role.

Health Clearance

Along with your offer letter we will ask you to complete a health questionnaire with our occupational health partners. Completing our health questionnaire helps us to be aware of any adjustments that you may need to reach your full potential in your role. Please be assured that any information disclosed on this questionnaire will be held in the strictest confidence and will not be shared or acted upon without your consent.

Privacy Statement

Information provided by you as part of your application will be used for the purposes of carrying out SOR / COR recruitment and selection process. Information provided by you in the Diversity monitoring sections is anonymised so no individual is identifiable and will be used to monitor SOR / COR diversity policies and practices.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is

completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months.

If you are the successful candidate, your application will be retained and will form part of your personal staff record. This data will be retained in line with our staff data retention policy.

For more information, please see SOR / COR [privacy notice](#).

For more information about the SOR / COR visit our website: <https://www.sor.org/>