

## Job Description and Person Specification

<b>Job Details</b>	
<b>Job Title</b>	Professional Officer: Education & Accreditation
<b>Hours of work</b>	1.0 FTE
<b>Contract</b>	Permanent
<b>Line manager</b>	Professional & Education Manager
<b>Accountable to lead:</b>	Director of Professional Policy
<b>Place of Work</b>	Home based (currently working remotely due to Covid 19).
<b>Grade</b>	D1 – £52,009 plus home working allowance £888 per annum
<b>Information about the Society</b>	<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. 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>
<b>Purpose of Job</b>	<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> <p>The post holder will work alongside the current education and accreditation officer 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>

<b>Key Relationships</b>	
<b>Internal</b>	<p>Director of Professional Policy  Professional and Education Manager  Professional Officer team and administrators  National and Regional Officer team and administrators  Students and New Professionals Officer  External Relations, Marketing and Communications Manager</p>
<b>External</b>	<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>
<b>Main Duties and Responsibilities</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. Work with the current education and accreditation officer in strengthening and developing our services for and relationships with education providers and practice placement providers.</li> <li>3. Establish robust policies, systems and processes to manage and quality assure the education and individual accreditation services of the organisation</li> <li>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)</li> <li>5. In the context of education and accreditation, provide appropriate advice and guidance to members, including student members, colleagues and external organisations and bodies.</li> <li>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.</li> <li>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</li> </ol>	

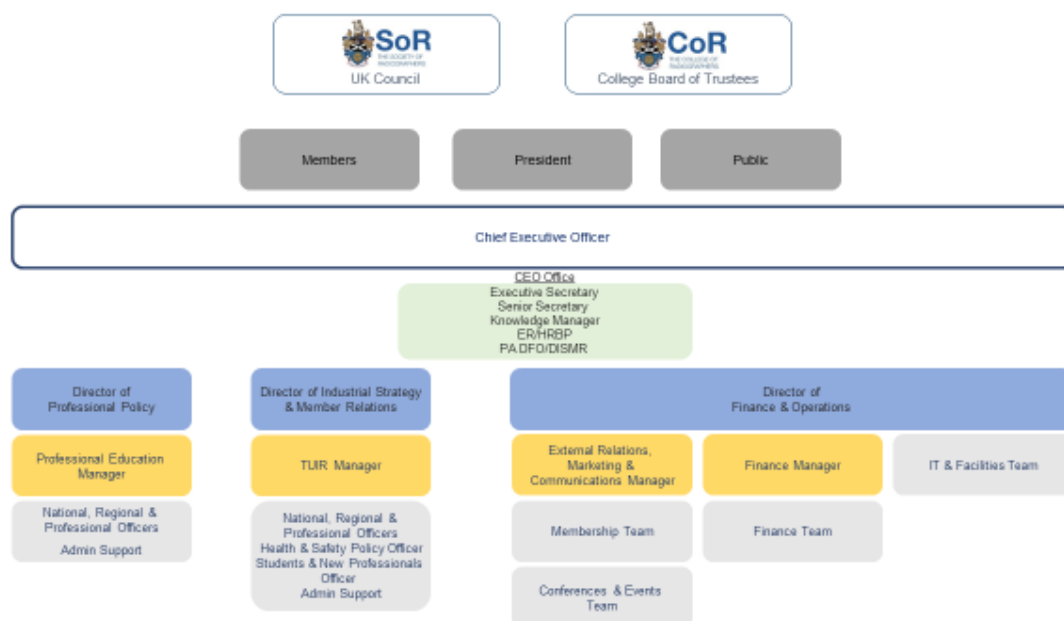
8. Take a leading role in preparing organisational responses to public consultations related to education and individual accreditation that bear on the work of the Society and College of Radiographers, and its members, including student members.
9. Remain abreast of policy and practice developments related to education and individual accreditation, and ensure that these inform policy, processes and practice of the Society and College of Radiographers
10. Bring particular education, individual accreditation and professional expertise to bear on the work of the professional and education department
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.

<b>Skills / Experience required</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by (Application form, test, interview etc.)</b>
1. Recognised expertise and leadership in education and professional practice in radiography	✓		Application form Interview
2. A postgraduate qualification, or equivalent, relevant to 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 relationships internally and externally.	✓		Interview

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



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