

JOB TITLE:	ACCREDITATION MANAGER
JOB HOLDER:	
DATE UPDATED:	2024
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

To manage the development and Implementation of the Institute's accreditation process in the UK and internationally
To manage the development of the Education Frameworks
To manage the CIOB certifications

2 POSITION IN ORGANISATION

- Reports to Head of Qualifications and Education
- Work and liaise with other professional and other operations directorate management, administrative and support staff
- Liaise with other internal staff where necessary
- Manage staff within the education team as required

3 DIMENSION & LIMITS OF AUTHORITY

Line management responsibility for Higher Education and Certifications Coordinator
Responsible for the Accreditation budget

4 SKILLS & EXPERIENCE

- Experience of vocational and higher education is essential
 - Experience of managing systems of quality assurance, such as Accreditation or Certification schemes.
 - Ability to plan and organise systems, procedures and processes in either an educational or membership setting.
 - Good time management skills with the ability to prioritise workloads
 - Excellent written and verbal communication skills; able to demonstrate communicating with diverse stakeholders to deliver customer service externally/internally
 - Able to work on own initiative, organize and prioritise own workload and ability to work with deadlines in sometimes pressurised environments.
 - Confident presenter and speaker with experience in delivering training or workshops
 - Understanding of competence-based assessment practices
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PART 2: DUTIES & KEY RESPONSIBILITIES

5 DUTIES & KEY RESPONSIBILITIES

Accreditation	50%
<ul style="list-style-type: none"> - Manage CIOB's accreditation process from initial enquiry through to approval, establishing and maintaining links with programme leaders and academics - Manage and assess accreditation applications and institutional suitability from submission to decision stage. - Manage training of accreditation panel members, tenure arrangements and succession - Attend regular meetings (internal and external) - Maintain application and support documentation and update where necessary, seeking appropriate input from the Accreditation Panel when necessary - Oversee the promotion of CIOB accreditation in the UK and abroad, delivered by regional team members and the Senior Qualifications Liaison Manager, ensuring team members are kept updated with current processes. - Act as secretary to the Accreditation Panel, to include scheduling and organising the bi-annual Accreditation Panel meetings, planning the agenda and updating the Panel with relevant Accreditation and other CIOB matters. - Manage higher education workshops and events, liaising with other CIOB staff and other stakeholders where necessary. - Attend Accreditation Visits in the UK and overseas acting as the CIOB representative promoting excellence and the CIOB values. - Participate in external forums and SIG groups to share and promote good practice, to gain advice and useful information that can be shared with the Accreditation Panel. - Manage and maintain reciprocal agreements, such as the ACCE, and attend meetings where required - Manage and create content for the Education Bulletin, ensuring content is relevant and inclusive for CIOB's academic community. - Assist the Senior Qualifications Liaison Manager with the engagement model and events as and when required - Delegate tasks as required to the HE and Certifications Coordinator 	
Certifications & Building Surveying Section	30%
<ul style="list-style-type: none"> - Provide advice and guidance to potential candidates interested in the certifications scheme and the Building Surveying Section - Create short videos using Camtasia software providing further support for candidates - Carry out fortnightly workshops for new candidates outlining scheme requirements and assessment procedures - Maintain application and support documentation and update where necessary - Attend all interviews acting as the CIOB representative - Delegate tasks as required to the HE and Certifications Coordinator 	
Team Management, Development and Motivation	10%
<ul style="list-style-type: none"> - Manage the performance and development of the HE and Certifications Co-ordinator in line with the Values Framework; motivating and engaging them to deliver excellent performance. - Cascade organisational objectives from the Corporate Plan into departmental and individual targets and KPIs. - Coach and develop the HE and Certificates Co-ordinator, ensuring they have the required levels of skill, behaviour and knowledge. 	

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<ul style="list-style-type: none">- Ensure team members have personal development plans in place for which they can take accountability.- Ensure effective team communication is maintained through regular one-to-ones, team meetings and performance reviews	
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Membership	10%
<ul style="list-style-type: none">- Assess membership applications from the UK and overseas ensuring they meet the standards for chartered membership and apply the appropriate points- Provide support to Customer Services in relation to academic qualifications and answer any escalation queries as required	

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.