



The
British
Psychological
Society

QUALIFICATIONS OFFICER

1. JOB DETAILS

Job Holder:

Reports to: Qualifications
Manager

Job Title: Qualifications Officer

Date: July 2017

2. JOB PURPOSE

To advise and support the Society's governance structures relating to the award of qualifications.

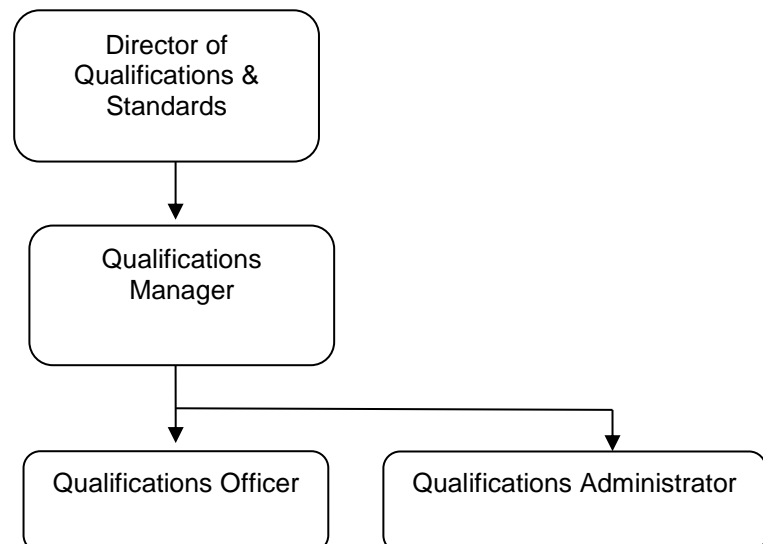
3. DIMENSIONS

Society membership (2017): 70,000

Candidates (2017): 800

Society staff: 100

4. ORGANISATION CHART



5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Educated to at least GCE 'A' level standard or equivalent with outstanding level of literacy and numeracy
- Demonstrable experience of working independently in an administrative or quality role within a higher education sector or a professional body
- Experience of committee servicing, policy development and drafting complex committee papers, preferably in an education or membership-based organisation
- Experience of examinations and assessment procedures and the processes of awarding qualifications
- Experience of analysing, critically reviewing and synthesising written material
- Demonstrable IT skills, including experience using databases
- Ability to work independently, on multiple projects and to tight deadlines
- High level of flexibility, accuracy and attention to detail
- Highly effective communication, interpersonal and negotiating skills
- Understanding of relevant legislation and its impact on Society qualifications
- Knowledge of academic & professional issues and developments
- Knowledge of current activities and issues in HE/professional practice
- Commitment to providing an excellent service to committee members, candidates and other stakeholders
- An ability to maintain effective professional relationships with colleagues and stakeholders
- An ability to travel to attend meetings, events and workshops as required

6. KEY RESULT AREAS

6.1 Facilitating the functions of the Qualifications Boards and other associated working parties by:

- a. providing Board Officers, Assessors, Supervisors and Candidates with the information and advice they need in order to make effective decisions in a timely manner
- b. attending Board and committee meetings and advising Boards and Committees on policies, procedures and developments
- c. taking and writing the meeting minutes within given deadlines
- d. preparing agendas (with the relevant Chair as appropriate), minutes and papers for meetings
- e. following up actions from meetings and associated correspondence
- f. drafting correspondence and reports on behalf of Boards and Committees
- g. maintaining appropriate databases, records and web pages.

6.2 Supporting the development of Society qualifications by:

- a. carrying out projects and developmental work relating to the development of qualifications as directed by the Qualifications Manager
- b. coordinating and advising on the design, development and implementation of new qualifications
- c. contributing to internal meetings which support the development of the qualifications and their place within the Society's strategic plan
- d. actively promoting Society qualifications as directed by the Qualifications Manager
- e. advising colleagues and stakeholders of appropriate qualification-related activities and future plans/developments
- f. liaising with other bodies outside of the Society where necessary and ensuring that the Society's qualifications abide by internal and external approval criteria

6.3 Supporting the administration of the Society's qualifications and assessments including:

- a. advising and supporting the Qualifications Administrators on policies, processes and procedures in respect of all candidate-related administration
- b. working with the Qualifications Administrators to ensure robust processes are in place to meet the requirements of Society qualifications, ensuring that regulations are adhered to and standards are safeguarded

6.3 To perform other duties as required

7. SCOPE FOR IMPACT

ORGANISATIONAL DEVELOPMENTS: effective administration of the Qualifications work will contribute to the development of the Department and provide a high level of service to Boards and Committees. This will improve the ability of members to develop and contribute to the Society's visions and aims and maintain the Society's reputation as a provider of highly recognised qualifications. It will also help contribute to the Society's income through charges to candidates and through the minimisation of costs. Failure to contribute effectively will cause service levels to fall, candidates to suffer and financial cost to the Society.

STAFF/MEMBERSHIP/CANDIDATES: levels in Membership and candidate numbers have grown in the past several years and this is expected to continue. Qualifications contribute to this by providing routes to membership and Chartered status, with c. 90% of candidates progressing to Chartered status and full membership of relevant Divisions.

8. JOB DESCRIPTION AGREEMENT

Job Holder's Signature

Date:

Manager's Signature

Date: