



Vacancy for Chief Supervisor/Registrar

Overview of the role

The Board is seeking to appoint a suitably qualified and experienced Occupational Psychologist to the role of Chief Supervisor/Registrar. The Chief Supervisor is the link and the official channel of communication between the Board, candidates and their Co-ordinating Supervisors.

The Chief Supervisor/Registrar will act on behalf of the Board in all matters concerning the provision of initial advice and information for potential candidates, enrolment, ongoing development and registration for assessment of all candidates, and in all matters to do with communicating the results of assessments. The Chief Supervisor/Registrar also has responsibility for overseeing the supervision process and for developing links and training for Coordinating Supervisors who provide the direct mentoring and support for candidates. The Chief Supervisor/Registrar will be required to work closely with another Chief Supervisor/Registrar, sharing the same responsibilities.

The Board's work is overseen by the Society's Qualifications Committee (QC) which consists of the Chairs of all Society Qualifications Board.

The Chief Supervisor reports to the Qualifications Manager.

Role Description

- To approve Coordinating Supervisors in line with the Regulations
- To review applications and approve enrolments
- To review applications for Accreditation of Existing Competence and agree exemptions on behalf of the Board
- To correspond with the candidates as necessary on behalf of the Board via the Qualifications Office
- To provide ongoing pastoral support to all candidates, including undertaking registrar clinics as necessary
- To liaise with the Qualifications Team to track candidates' progress from enrolment to completion of the qualification
- To attend Qualifications Board meetings as required
- To design and deliver high quality supervision workshops
- To ensure efficient and effective operation of the supervision process
- To approve plans of training where appropriate
- To support and advise supervisors as needed
- To design and deliver candidate induction events
- To review and approve annual progress reports
- To review supervisor appraisal documentation and identify areas for improvement
- To provide input to the Qualifications Team to support the development and maintenance of appropriate documentation that adheres to the Regulations and the Candidate Handbook
- To comply with all Society policies, procedures and regulations, including those concerning confidentiality and data protection
- To work collaboratively as part of the Chief Supervisor team

Person Specification

- Significant experience as a Chartered Psychologist, Full Membership of the Division of Occupational Psychology and registration with the Health and Care Professions Council as an Occupational Psychologist
- Knowledge and understanding of assessment processes
- Experience supervising, coaching or mentoring

- Substantial experience assessing at post-graduate level in occupational psychology or evaluating professional practice against clear competency frameworks
- Knowledge of professional standards of training for the Qualification in Occupational Psychology (Stage 2)
- Experience working on boards or committees
- Experience designing and delivering effective training workshops

Personal qualities

- Ability to work to tight deadlines
- Attention to detail
- Excellent communication skills
- Excellent decision making skills
- Good organisational skills
- Facilitation skills

Schedule of meetings			
OPQB meetings	March	June	September
QC meetings	February	June	November

This commitment for this role is 8 sessions per month per Chief Supervisor/Registrar, where a session is half a day. The post attracts a payment of £122.00 per session. In addition, the post holder is expected to attend and contribute to Board meetings. The Board meets three times a year either face to face or by teleconference. Meetings usually take place in Leicester. Attendance at other working parties to represent the Board may also be required.

This role will commence from 1st February 2019.

Applications can be made via a Statement of Interest form which is available from Natalie Kenny-Hall, Qualifications Officer, at Natalie.Kenny-Hall@bps.org.uk. Please also enclose a copy of your curriculum vitae.

Interested parties are welcome to contact the Qualifications Board with any queries about the role, via the email address above.

Please note that as Chief Supervisor/Registrar, supervision of candidates will be prohibited as this would be a conflict of interest. Therefore, the post holder must be willing to give up any current candidates or give extenuating reasons for requiring to keep any supervision duties prior to interview.

The deadline for applications is Thursday 17th January 2019 at 5pm and telephone interviews are expected to take place on Friday 25th January 2019