The British Psychological Society
Promoting excellence in psychology

Office Management Structure
February 2017

CHIEF EXECUTIVE

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PERSONNEL
Personnel & Payroll Officer
Administration Co-ordinator
CE's Office and Personnel (p/t)
Administrative Support Assistant

FINANCE
Director
Assistant Accountant
Assistant Accountant (MNS)
Senior Accounts Clerk
Accounts Clerk x 2
Management Information Administrator

CHIEF EXECUTIVE'S OFFICE
Membership & Governance Manager (p/t)
Administration Co-ordinator
CE's Office and Personnel (p/t)

CORPORATE SERVICES
Director

POSTROOM
Postroom Co-ordinator
Postroom Assistant

HELP DESK
Manager
Help Desk Assistant x 3

ICT SYSTEMS
ICT Operations Development Manager
Business Systems Manager
IT Support Analyst x 3

PREPARATION FOR PUBLICATION (P4P)
Manager
Graphic Designer
Sub-Editor DTP x 3

PRINT & REPROGRAPHICS
Manager
Print Room Assistant x 3

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MEMBER SERVICES
Director

PROFESSIONAL DEVELOPMENT CENTRE
Manager
Conference Organiser x 4
Assistant Conference Organiser x 3
Learning & Development Officer
Learning & Development Administrator

MEMBER NETWORK SERVICES
Manager
Branch Advisor
Division Advisor
Section Advisor
Divisional Co-ordinator x 3
Branch Co-ordinator
Project Officer
Member Networks Administrator
Administrative Assistant
Regional Coordinator

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POLICY & COMMUNICATIONS
Director

ACADEMIC RESOURCES
Manager (p/t)
HOPC Archivist

COMMUNICATIONS
Manager
Communications Officer x 4
Communications Assistant

ONLINE CONTENT
Online Content Design Manager

POLICY ADVICE
Lead Policy Advisor
Policy Advisor x 3
Policy Administrator x 2
Policy Administrator (p/t) x 2

'THE PSYCHOLOGIST'
Managing Editor
Assistant Editor (p/t)
Research Digest Editor
Journalist
Assistant to the Managing Editor (p/t)

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STANDARDS & QUALIFICATIONS
Director

AWARDS & QUALIFICATIONS
Manager
Qualifications Officer (p/t)
Qualifications Administrators x 3

MEMBERSHIP
Membership & Governance Manager (p/t)
Assistant Membership Manager x 3
Membership Assistant x 5

MEMBER RULES & STANDARDS
Officer

PARTNERSHIP & ACCREDITATION
Manager
Partnership & Accreditation Officer x 3
Co-ordinator (p/t)
Administrative Assistant (p/t)

PSYCHOLOGICAL TESTING CENTRE
Manager
Assistant Manager
PTC Project Officer (p/t)
PTC Administrator

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