



The
British
Psychological
Society

QUALIFICATIONS OFFICER

1. JOB DETAILS

Job Holder:

Reports to: Qualifications
Manager

Job Title: Qualifications Officer

Date: July 2016

2. JOB PURPOSE

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

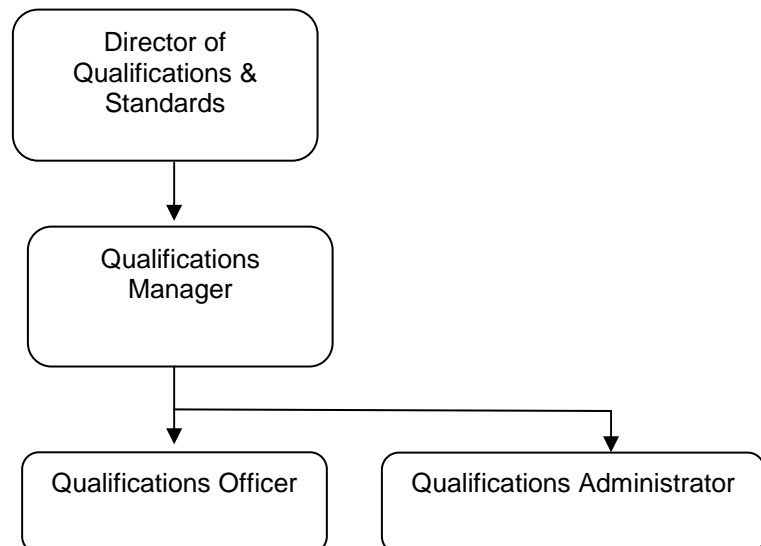
3. DIMENSIONS

Society membership (2016): 60,000

Candidates (2016): 800

Society staff: 100

4. ORGANISATION CHART



5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- good academic standard with an education to at least GCSE 'A' level standard with good literacy and numeracy
- at least three years' experience of working independently in an administrative or similar role
- 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
- Ability to work independently, accurately and to tight deadlines
- understanding of relevant legislation and its impact on Society examinations and qualifications
- highly effective communication, interpersonal and negotiating skills
- commitment to provide an excellent service to committee members and candidates
- in-depth understanding of academic & professional issues and developments
- knowledge of current activities, issues in HE/professional practice
- an ability to maintain effective relations with staff and committee members/candidates/applicants
- 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. advising Officers, Board members, Assessors, Supervisors and Candidates
- 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 of agenda (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. advising colleagues and other interested parties of appropriate activities/plans
- h. maintaining appropriate databases, records and web pages.
- i. liaising with other bodies outside of the Society where necessary
- j. undertaking projects relating to the development of examinations and qualifications

6.2 To advise on the administration of the Society's qualifications and assessments including:

- a. advising the Qualifications Administrator on policies, processes and procedures in respect of all candidate related administration.
- b. working with the Qualifications Administrator 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 progress to Chartered status and full membership of relevant Divisions.

8. JOB DESCRIPTION AGREEMENT

Job Holder's Signature

Date:

Manager's Signature

Date: