**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the College in consultation with the post holder

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| **Job Title:** Committee and Accreditation Administrator | **Job ref no:** ACR-0293-24 |
| **Grade:** Grade 4 | **Department:** Academic Registry |
| **Accountable to:** Assistant Registrar for Accreditation and Validation Management | **Responsible for: NA** |

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| **Job summary:**  Undertake the secretarial and administrative support for Registry Academic committees.  Ensure compliance with RVC’s strategic plans through maintaining accurate record keeping regarding committee actions.  Provide administrative and operational support in preparing for the successful delivery of accreditation, re-accreditation and validation visitations.  Collectively, with all Registry colleagues, deliver a professional service to all stakeholders ensuring staff and students experience an excellent learning and teaching experience. |

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| **Competency: Service delivery**  **Key tasks:**  Ensure professional service delivery support for Registry Academic committees by the Accreditation and Validation Management section.  Maintain and publish membership lists for academic committees.  Work with the Accreditation and Validation Management Officer to schedule and service working groups for accreditation, re-accreditation and validation visitations.  Attend meetings, visits and work activities in off-site locations or campuses when required. |
| **Competency: Communication**  **Key Tasks:**  Secretary to Registry Academic Committees.  For Committees and groups relating to Accreditations and Validations, prepare meeting papers, support setting the agenda with the Chair, distributing papers, taking minutes and chasing actions.  Communicate membership lists for academic committees within the RVC.  Support the Assistant Registrar for Accreditation and Validation Management with the training of members and representatives of committees.  Support the Assistant Registrar for Accreditation and Validation Management with the maintenance of the Committee handbook.  Support the Assistant Registrar for Accreditation and Validation Management with RVC internal compliance processes e.g. periodic reviews, Annual Quality Interim Review (AQIR).  Work with the Accreditation and Validation Management Officer to communicate with key stakeholders, both internal and external, and at all levels, to facilitate the accreditation process from start to end. |
| **Competency: Planning and Organisation**  **Key Tasks:**  Responsible for setting the Committee and sub-group schedule in conjunction with the Assistant Registrar for Accreditation and Validation Management.  Support the Assistant Registrar for Accreditation and Validation Management with RVC internal compliance schedule.  Ensure all members and representatives of committees have received appropriate training in time for the Committee period in the academic calendar.  Work with the Accreditation and Validation Management Officer to organise visitations related to Accreditations and Validations. |
| **Competency: Analysis and Research**  **Key Tasks:**  Ensure Committee representation is quorate to Committee Terms of Reference. |
| **Competency: Liaison and Networking**  **Key tasks:**  Provide a high-quality service to all internal and external stakeholders.  Maintain strong relationships with colleagues across the RVC and external stakeholders.  Good knowledge of institutional policies and procedures as relating to Registry Academic committees.  Be a point of contact with respect to the organisation and logistical arrangements for each visitation related to Accreditation and Validation. |
| **Competency: Initiative and Problem Solving**  **Key tasks:**  Use discretion and judgement to determine the best way for completing committee actions.  Provide appropriate responses or signposting to Committee members on documentation and procedures for Registry Academic committees.  Demonstrate a collaborative approach to problem solving with internal and external stakeholders.  Triage and escalate queries as required to the Assistant Registrar for Accreditation and Validation Management or others as appropriate.  Resolve issues relating to changes to planned activities during the accreditation and validation visits.  Use initiative and experience to solve problems. |
| **Competency: Knowledge and Experience**  **Key Tasks:**  Good understanding of the academic committee, accreditation and validation processes relevant to Registry. |
| **Competency**: **Flexibility**  **Key Tasks:**  Provide appropriate cover for other members of the team during peak workload demands.  Provide appropriate cover for other member of the team during periods of absence.  As an active member of Academic Registry, to cover front desk for absences and peak periods.  To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |