

Job Description

Accreditation Specialist

Job Details

Job title	Accreditation Specialist
Job purpose	<p>To provide specialist input and management to sector related work in UKAS. This includes managing, leading and participating in technical operations, external affairs, TQR and development activities.</p> <p>To manage UKAS' relationship with Government, Industry stakeholders and assigned customers throughout, in order to achieve delivery of UKAS' technical and operational objectives.</p> <p>To provide support and assistance to the Section Director for developing, co-ordinating managing and monitoring of the technical, people and operational aspects of the accreditation service.</p> <p>To manage and perform assessments to evaluate the competence and conformity of customers against specified standards and UKAS requirements.</p>
Job location	Remote based or office based
Reports to	Section Director
Essential criteria	+ See technical experience and sector knowledge

Dimensions

Line management	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Budget holder	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Job Purpose

<p>Core responsibilities</p>	<ul style="list-style-type: none"> + Establish and maintain relationships with key stakeholders in relation to accreditation (in both Operations and Development) to enable effective and efficient co-operation such that assessment services can be delivered in accordance with stakeholder requirements. + Monitor and evaluate the implementation of accreditation requirements by UKAS, to further develop and improve management and implementation. + Monitor changes to UKAS requirements, legislation, etc. and work with stakeholders and the sector to ensure that accreditation remains fit for purpose. + Working with UKAS TQR ensure the technical operational activities are satisfactorily and completely delivered including co-ordination and management of TACs, and selection, development and management of relevant TFPs. + With relevant input from stakeholders, develop and maintain any specific UKAS policy and process documentation such that it is up-to-date, controlled (normally within the UKAS management system) and effectively communicated to staff and assessors as required. + With respect to development projects, communicate and cooperate, as necessary, with the Development section to facilitate the effective and efficient delivery and subsequent transfer to Operations of development projects. To support the team with enquiries and leads as required. + Ensure that UKAS remains up-to-date and compliant with international standards and mandatory supporting and guidance documents through involvement in international committees, working groups, taskforce groups and/or technical networks relevant to technical specialism. When working internationally, promote the UK model so as to support the activities and processes utilised by UKAS and UK CABs. + Undertake internal audit duties as required by the UKAS Head of Quality in order to enable UKAS to meet its quality system requirements. <p>In support of the Section Director</p> <ul style="list-style-type: none"> + To provide support to the relevant Section Director in coordinating and monitoring the work of the section, including authorising accreditation decisions and contract reviews. This may include (but not be limited to) the following aspects of work that fall within the overall responsibility of the Section Director:
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	<ul style="list-style-type: none"> + Effectively manage and develop, through use of performance management, Assessment Managers such that they are competent, effective and efficient in the delivery of accreditation services. + Assist the Section Director in the utilisation of quality, operational and financial KPIs such that the section achieves and maintains acceptable performance and strives to continually improve. + Authorise contract reviews and provisional and final decisions to determine compliance with UKAS policy and procedure and authorise/question as necessary. + Investigate complaints or appeals as requested in order to make a recommendation on the action required or take such action as is required to resolve such complaints. + Collect and utilise market intelligence from the field force to enable the identification of new business opportunities and development of existing business activities. + Assist in the recruitment and training of new Assessors and Assessment Managers. + Respond to technical enquiries as appropriate including supporting the work of the other sections of the organisation. + Assist in the provision of appropriate technical accreditation training, mentoring and monitoring of new Assessment Managers to provide experienced guidance in the workings of the accreditation process. + Monitor the performance of Assessment Managers and assessors to ensure they are meeting performance requirements and conducting their work in accordance with internal policies and procedures and relevant international standards, identifying and addressing any training needs. + Review on a continuing basis the technical assessor resource required by the company. Develop plans for identification, recruitment and training of new external technical assessors as required to service existing and new areas. + Manage the operation of new areas, schemes or fields of accreditation within the sector following transfer from development to implementation to ensure a continuous and consistent service is provided. <p>Assessments and customer management:</p> <ul style="list-style-type: none"> + To deliver a level of fee-earning days as agreed with the Section Director. Limited fee-earning for specialist Technical Lead/Technical Assessor duties only
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	<ul style="list-style-type: none"> + Manage, conduct and support the section’s assessment activity by being an available resource to facilitate sickness and absence cover and urgent, challenging or non-standard assessment requirements as required. <p>External Affairs and Development:</p> <ul style="list-style-type: none"> + Where required and with agreement of Senior Management, participate in development projects and related areas, in accordance with the policies and procedures of the Development process. This participation will include, but not be limited to: + Working with a Senior Manager to develop detailed project plans for specified projects. <ul style="list-style-type: none"> + Manage specified projects/sub projects related to new programmes of work, to ensure that defined timescales, targets and deliverables are achieved. + Attendance/participation at external affairs activities, committees, working groups and other meetings related to specified development projects to ensure the needs and interests of UKAS and its stakeholders are represented. + Meet with external bodies such as government departments and stakeholders to ensure appropriate consultation on specified projects. + Identify any internal or external expertise required to develop specified projects. + Manage the use of internal and external resources on specified projects to ensure that this is appropriate and properly controlled. + Select suitable candidates for pilot assessments on specified projects to ensure that there is broad coverage of the different aspects within projects. + Plan and manage the assessment and, where appropriate, the surveillance programme for applicant and accredited organisations falling within specific projects. + Participate, as appropriate, in the assessment and accreditation processes for related fields of accreditation to ensure appropriate and consistent application of accreditation criteria. <p>Decision Making</p> <ul style="list-style-type: none"> + Programme planning + Assessment resource allocation + Accreditation decisions + Setting fees for customers
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	<ul style="list-style-type: none"> + Recommendations on customer complaints + Authorisation/Training of Assessment Managers and External Assessors + Staff recruitment + Priorities within specified projects + Processes for specified projects + Timing of consultation with advisers etc., on specified project
<p>Technical experience and sector knowledge specific to:</p>	<p>Accreditation Specialist - ISO 17021 Quality, Safety, and Environmental (QSE)</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within a certification focussed role + Must have experience in implementing various IAF MD/EA and ISO documents for Management System Certification within an Accreditation context + Ability to foster a culture of continuous enhancement by leveraging QSE and accreditation insights + Experience handling large, complex international customers, while adept at managing smaller, less complex customers + In-depth knowledge of the following standards: + ISO/IEC 17021 + ISO 9001 - QMS + ISO 14001 - EMS + ISO 45001 - HSMS <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of certification / accreditation would be advantageous: + ISO/IEC 17024 + ISO/IEC 17065 + ISO/IEC 17020 + ISO/IEC 17025 + ISO 37001 - ABMS + ISO 55001 – Asset Management System + ISO 10015 – Competence Management system + ISO 50001 EnMS + ISO 44001 - CBMS <p>Accreditation Specialist – ISO/IEC 17065 Product, Service and Process Certification</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within a product, service and process certification role allied with an awareness of general management systems certification + Must have good understanding of regulatory product marking regimes, particularly UKCA and CE marks, and their implementation. + Must have experience planning and assuring witnessed assessments for 17065 scopes using UKAS policy and scheme/regulatory requirements. + In-depth knowledge of the following standards: + ISO/IEC 17065

	<ul style="list-style-type: none"> + ISO/IEC 17067 scheme architecture + UKCA regulatory interfaces. + TAC/TFP leadership <p>Desirable:</p> <ul style="list-style-type: none"> + Awareness of NANDO (EU Notified Bodies database) for roles involving Northern Ireland or EU market access; interfaces to ISO/IEC 17020/17025; + Knowledge of other areas of certification / accreditation would be advantageous + ISO/IEC 17025 + ISO/IEC 17020 + ISO/IEC 17021 + ISO/IEC 17024 + ISO/IEC 17029 + ISO/IEC 17034 + ISO/IEC 17043 <p>Accreditation Specialist - Construction</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within a Construction or General physics /EMC role allied with an awareness of general management systems certification + In-depth knowledge of the following standards: + ISO/IEC 17025 (Testing / Calibration) + ISO/IEC 17065 <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of certification / accreditation would be advantageous + ISO/IEC 17024 + ISO/IEC 17020 + ISO/IEC 17021 + ISO/IEC 14065 + ISO/IEC 17034 + ISO/IEC 17043 <p>Accreditation Specialist - Food and Farming</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within a Food and Farming Certification role + In-depth knowledge of the following standards: + ISO/IEC 17021 + ISO/IEC 17065 + ISO 22000 - Food Safety MS + Relevant food certification schemes (BRCGS, Red Tractor, DEFRA, FAMI, FSSC, FSMS, IFS etc.) + Halal and other relevant cultural / religious schemes + Food authenticity
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	<p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of accreditation would be advantageous + ISO/IEC 17025 + ISO/IEC 17024 + ISO/IEC 17020 + ISO/IEC 17034 + ISO/IEC 17043 <p>Accreditation Specialist - Forensic</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within a Forensic related role + In-depth knowledge of one or more of the standards: + ISO/IEC 17025 (Testing) + ISO/IEC 17020 <p>Desirable:</p> <ul style="list-style-type: none"> + Good knowledge of project management / product development would be advantageous + ISO/IEC 17034 + ISO/IEC 17043 <p>Accreditation Specialist - Healthcare</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within Healthcare scientific and diagnostic services, e.g. medical laboratories, imaging and physiological sciences + In-depth knowledge of one or more of the standards: + Knowledge of accreditation using ISO 15189 + Knowledge/experience of QSI/IQIPS standards <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge/experience of ISO 22870 (Point of care) + Experience/knowledge of accreditation of reference materials producers and proficiency testing providers (ISO 17034 and ISO/IEC 17043) + ISO 20387 Biobanking + ISO/IEC 17025 + Experience/knowledge of accreditation of certification and/or inspection in Social Care (ISO/IEC 17020) + Knowledge of accreditation using BS 70000 <p>Accreditation Specialist - Digital</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within an IT / infosec role (cybersecurity, emerging data driven technology / disruptive technologies, internet of things, cloud, artificial intelligence, digital trust, digital identity etc.) allied with an awareness of general management systems and product certification + In-depth knowledge of the following standards: + ISO/IEC 17021
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	<ul style="list-style-type: none"> + ISO/IEC 17065 + ISO 27000 series – ISMS / ITSMS + ISO 27701 – Privacy Management System + EIDAS/GDPR + ISO/IEC 17025 <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of accreditation would be advantageous + ISO 22301 - BCMS + Also possibly: + ISO/IEC 17024 + ISO/IEC 17020 + ISO/IEC 14065 <p>Accreditation Specialist - Energy, Environment & Sustainability</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within an energy / environmental role (net zero, voluntary carbon market etc.) allied with an awareness of general management systems certification + In-depth knowledge of one or more of the following standards: + ISO/IEC 14065 + ISO/IEC 14064-3 + ISO/IEC 17021 + ISO/IEC 17065 + ISO 14001 - EMS + ISO 50001 - EnMS + PAS 2050 + Relevant stewardship assurance schemes (FSC, MSC, AWS etc) <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of accreditation would be advantageous + ISO/IEC 17020 + ISO/IEC 17025 + ISO/IEC 17024 + ISO/IEC 17029 <p>Accreditation Specialist - Engineering Inspection</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within an engineering inspection role (CDG, PUWER, LOLER, PESR, PSSR, MSMER etc.) allied with an awareness of general management systems certification + In-depth knowledge of one or more of the standards / regulations: + ISO/IEC 17020 + ISO/IEC 17065 + ISO/IEC 17024 + ISO/IEC 17021 + UKCA / NANDO requirements <p>Desirable:</p> <ul style="list-style-type: none"> + Knowledge of other areas of accreditation would be advantageous + ISO/IEC 17025
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	<p>Accreditation Specialist - Laboratory</p> <p>Essential:</p> <ul style="list-style-type: none"> + Must have experience of working within scientific testing or calibration laboratories + In-depth accreditation knowledge of: + ISO/IEC 17025:2017 <p>Desirable:</p> <ul style="list-style-type: none"> + Experience/knowledge of accreditation of reference materials producers and proficiency testing providers (ISO 17034 and ISO/IEC 17043) + Experience/knowledge of accreditation of inspection bodies would be advantageous (ISO/IEC 17020)
<p>Non-Core responsibilities</p>	<ul style="list-style-type: none"> + Supporting Commercial Training and Advisory Services as required + International/external affairs: Participation by nomination only

<p>Signature of job holder:</p>		<p>Date:</p>	
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