Job Description
Accreditation Specialist - Development

Job Details

Job title	Accreditation Specialist - Development
Job purpose	Provide support to the Section Head to manage development projects and enquiries in new areas, schemes and fields of accreditation and /or assessment services, in particular in support of government regulations and initiatives. Coordinate scheme owner relationships to ensure periodic review of existing and modified schemes. Review submissions for accreditation decisions and contract reviews as authorised in the UKAS system to ensure the maintenance of standards and impartiality.
Job location	Head Office/Remote
Reports to	Section Head
Qualifications	
Essential criteria	+

Dimensions

Line management	Yes ☐ No ☒	**Budget holder**	Yes ☐ No ☒

Job Purpose

Core responsibilities	+ Review submissions for accreditation decisions and contract reviews as authorised in the UKAS system to ensure the maintenance of standards and impartiality.
	
	+ To provide support to the Section Head in managing and monitoring development projects, including authorising accreditation decisions and contract reviews as authorised on the individual's competence record form. This may include (but not be limited to) the following aspects of work:
	
	  + Manage initial and subsequent enquiries about potential new areas of work.
	
	  + Determine, in conjunction with the Section Head and/or Accreditation Managers (Development), strategies for allocated projects to ensure a cost-effective service that meets stakeholders needs and is conducted in accordance with internal policies and procedures and relevant international standards.
	
	  + Provide support to the management of specified projects related to new programmes of work so that defined timescales, targets and deliverables are achieved.
	
	  + Attend external committees, working groups and other meetings related to specified development prospects and 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.
	
	  + Implement processes and develop documentation to ensure that projects can be delivered cost-effectively, efficiently and consistently.
	
	  + Manage the use of internal and external resources on specified projects to ensure that this is appropriate and properly controlled.
	
	  + Manage the selection and appointment of external assessors to ensure that the appropriate technical expertise is used. Ensure that their performance is monitored and re-training is arranged as necessary.
	
	  + Review on a continuing basis the external assessor resources required for new areas of work and provide support to develop plans for identification, recruitment and training of new assessors as required to service these new areas.
	
	  + Plan and manage the assessment and, where appropriate, the surveillance programme for applicant and accredited organisations falling within specific projects.

- Develop systems of working in conjunction with the Team Leaders and liaison staff in the planning and delivery of an effective and responsive service.

- Participate, as appropriate, in the assessment and accreditation processes for new areas, schemes and fields of accreditation to ensure appropriate and consistent application of accreditation criteria.

- Monitor assessment casework conducted as part development projects, including post-handover, to ensure that procedures are followed and that there is consistency of approach.

- Provide support with the transfer of developed projects to Operations to facilitate smooth and seamless integration.

- Monitor expenditure on specified projects to ensure that costs are controlled within budget.

- Develop policies and procedures for specific areas of the company's activities in consultation with other UKAS staff and external advisers, consistent with the UKAS Quality System, to provide guidance for organisations and assessors and to ensure that UKAS is able to develop to meet changing business needs.

Training

Where required, and where expertise allows, deliver training to support:
- Internal training events,
- New-starter induction training modules
- External training courses

- Develop proposals in response to external training and advisory service requests.

- Review new and developing technical areas and assess their potential for new courses.

- Where requested, act as a mentor and/or monitor of specified UKAS staff and/or technical assessors.

As an Assessment Manager

- Manage assessment teams and act as main point of contact for development customers to ensure that the accreditation process is carried out in accordance with UKAS procedures and the requirements of the appropriate accreditation standard.

- Participate in/carry out contract review in accordance with UKAS procedures.

- Identify, appoint, monitor and manage the performance of assessors to ensure that the appropriate technical expertise is used in accordance with the requirements of UKAS in a cost effective and timely manner.

	+ Act as lead and/or technical assessor where appropriate (including in support of other Assessment Managers) in accordance with UKAS methodology and procedures. + Provide reports of all assessment work (and review reports of sub-contract assessors) as appropriate. Identify to the customer and UKAS any deficiencies against current accreditation criteria and UKAS requirements in order to ensure that the required standards are met. + Agree with customers corrective action/proposals necessary in order to maintain compliance with accreditation and UKAS requirements. + Ensure quotations/estimates for assessment work are generated in accordance with UKAS charging policy. + Ensure that details of all development and assessment work and associated costs are provided to UKAS Administration/Accounts to enable accurate, timely and comprehensive invoices to be raised. + Investigate complaints as requested in order to make a recommendation on the action required. + Undertake internal audit duties as required by the UKAS Quality Manager in order to enable UKAS to meet its quality system requirements. + Respond to technical enquiries as appropriate including supporting the work of the other sections of the organisation. + Carry out other work commensurate with the duties of Assessment Manager outlined above as directed by the Section Head in order to meet and fulfil UKAS' objectives and Agreements. **Decision Making** **In Support of Section Head:** + Accreditation decisions + Contract reviews + Agreeing assessor fees and invoices **As an Assessment Manager:** + Appointment of external Assessors to assessment teams + Approval of technical expert and contract assessor invoices + Approval of defined decisions in the accreditation process + Making recommendations on decisions in the accreditation process for approval by Section Head
Non-Core responsibilities	+

Signature of job holder:		**Date:**	