



Job description

| | |
|-------------------------|--|
| Job title: | Quality Assurance and Accreditation Manager |
| Grade: | 3b |
| Department: | Quality Improvement |
| Responsible for: | Managing the operational systems for quality assurance and accreditation |
| Accountable to: | Head of Quality Assurance and Accreditation |

Job summary

To manage and implement the systems and processes for the quality assurance and accreditation of education provision both internal and external to the Royal College of Surgeons of England

Specific duties and responsibilities

1. Manage the systems and processes for the:
 - a. Accreditation of course provision and education centres in surgery and disciplines related to surgery
 - b. Accreditation of Continuing Professional Development events in surgery offered by UK and overseas educational providers
 - c. Accreditation of postgraduate HEI/University programmes in Surgery and in Surgical Care Practice
 - d. Approval of advanced training fellowship posts as part of the National Surgical Fellowship Scheme
2. Manage the quality assurance of RCSEng courses through:
 - a. Overall management of the course validation and revalidation process, in line with identified good practice in the sector
 - b. Reviewing and seeking to improve the processes and supporting guidelines
 - c. Ensuring a positive and productive working relationship with the Education directorate and RCS QA Committee
 - d. Managing the course feedback process and ensuring timely reporting of feedback from participants to the Education Department and other appropriate committees.



Collaboration



Respect



Excellence



3. Liaise and develop effective working relationships with the Council Lead for QA and relevant Council Members.
4. Build appropriate working relationships with key external stakeholders including surgical specialist associations
5. Arrange and attend QA panel visits, produce pre and post-accreditation reports and documentation, brief clinical leads and manage follow up processes.
6. Act as Committee Secretary to the RCSEng QA Committee, and other committees and working groups as required
7. Identify methods for promoting and marketing current services, identify new opportunities and manage implementation of new projects.
8. Develop and maintain relevant College webpages relating to QA activities including maintenance and development of the College Accreditation Portal.
9. Manage and develop the team.

General

10. The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
11. Undertake such duties appropriate to the grade, as required by the Director.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.



Collaboration



Respect



Excellence



Person specification

| | Essential | Desirable |
|--------------------------------------|---|---|
| Education/ Qualifications | <ul style="list-style-type: none"> Graduate qualification or equivalent proven experience | <ul style="list-style-type: none"> Qualification specific to Quality Assurance |
| Experience | <ul style="list-style-type: none"> Proven experience of managing systems and processes for quality assurance and accreditation ideally in an educational environment Staff management Experience of managing and supporting committees/working parties. Experience of writing high quality reports, policies and procedures | <ul style="list-style-type: none"> Experience of the Higher Education and/or Healthcare sector Experience of data analysis and statistics |
| Knowledge | <ul style="list-style-type: none"> A good working knowledge of implementing and managing quality assurance systems in line with best practice An understanding of how innovative services are developed and how continuous service improvement is achieved | <ul style="list-style-type: none"> Knowledge of online learning and accreditation systems |
| Skills | <ul style="list-style-type: none"> Ability to build constructive working relationships with a variety of internal and external stakeholders Ability to formulate and revise processes and envisage implications Ability to review and critique large documents and formulate concise briefings and reports | <ul style="list-style-type: none"> Data analysis and statistics Survey Design |





| | | |
|--|---|--|
| | <ul style="list-style-type: none">• Excellent written and oral communication skills• Ability to prioritise and work on different projects simultaneously as well as work independently and take initiative• Team building skills and the ability to create a positive working environment• Self-motivated with the ability to work under pressure and on own initiative• Ability to maintain confidentiality and demonstrate tact and diplomacy | |
|--|---|--|



Collaboration



Respect



Excellence



The post holder will also need to demonstrate the following values:

| | |
|----------------------|---|
| Collaboration | We embrace our collective responsibilities working collaboratively and as one college. |
| | <ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work |
| Respect | We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs. |
| | <ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team |
| Excellence | We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement. |
| | <ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience |

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



Collaboration



Respect



Excellence