



# Creating a world of better opportunities

## Job description

### **Senior Accreditation Coordinator**

Hybrid - Stevenage

Fixed Term Contract

Grade 7

Full Time - 35 Hours per Week

**Reports to:** Academic Accreditation, UK Operations Manager

## Where the role fits

This role is part of the Accreditation team, within the Operations Team, that is responsible for the operational delivery of all products and services, across all customer groups and geographies.

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

The Accreditation Team is part of the Professional Recognition Team and oversees and manages accreditation activities for key stakeholders including University staff, IET staff and volunteers.

## Purpose of the role

The Senior Accreditation Coordinator, supports the Academic Accreditation, UK Operations Manager, in managing the day-to-day operations of academic accreditation, including coordinating the scheduling, implementation, and monitoring of accreditation activities across a broad range of universities.

Key responsibilities include maintaining and improving accreditation procedures, supporting and training users of the Accreditation Database and Management System (ADAMS), and ensuring compliance with regulatory requirements. The role also oversees the administration of the Academic Accreditation Committee, coordinates a team of senior academics and industry professionals, and facilitates accreditation decision-making processes.

## Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

## Main duties and responsibilities (not necessarily in priority order)

- To assist the UK Operations Manager with the coordination of activities required to deliver the service. For example, visit scheduling, panel allocations and logistics.
- To provide guidance and advice to senior staff in universities on the accreditation process, criteria, and policy.
- To use the IET's web-based accreditation system, ADAMS, for tracking, monitoring and implementing the accreditation process and training others to use it.
- To collect feedback on the ADAMS system from Universities and Accreditors to document change requirements.
- To assist in the accreditation decision making process via committee meetings and other means as appropriate.
- To assist with the recruitment, management, and training of the IET's team of volunteer accreditors consisting of external academics and industrialists.
- To represent the IET at accreditation visits, providing advice and guidance to Universities and Accreditors.
- To administer the process that leads of the collection of the annual UK Accreditation fees

- To lead the administration and organisation of the Academic Accreditation Committee and Working Parties as required.
- To monitor the accreditation process for efficiency and recommend improvements to the UK Academic Accreditation Operations Manager.
- To coordinate joint visit activity between multiple institutions and be responsible for ensuring all parties are provided with accurate, appropriate, and timely information.
- To be responsible for answering general enquiries received by email, letter, and telephone.
- To be responsible for the content of the IET website and the published accredited programme list.
- To assist the Accreditation Manager to deliver the Business Plan.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.

## Skills and experience required

- Previous experience in a Coordinator or similar role, ideally within an Accreditation of Education environment, with excellent organisational and administrative skills and the ability to manage multiple tasks effectively in a complex environment.
- Excellent written communication skills, including experience in drafting reports, writing minutes, and developing clear and accessible documentation.
- Proven ability to manage and analyse data, ensuring accuracy and effective use of information.
- Experience in designing and implementing processes, writing procedures, and effectively communicating these to colleagues.
- Ability to communicate sensitive information diplomatically, maintaining confidentiality.
- Willingness and ability to complete accreditation and overnight visits as and when required.
- Ability to communicate sensitive information diplomatically, maintaining confidentiality.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

## Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department/Team</i>	<i>PG, Academic Accreditation, UK Operations Manager</i>	<i>02/2025</i>
<i>Strategic People Partner</i>	<i>HT, Strategic People Partner</i>	<i>02/2025</i>

*This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.*

*It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.*