Job Description

| Job title | Accreditation Coordinator | Grade | D |
|----------------------|--|-------|---|
| Department | Membership and Inclusion | | |
| Responsible to | Accreditation and Professional Standards Manager | | |
| Revision Date | April 2025 | | |

Purpose of the job

This role is responsible for the administration of the degree accreditation scheme.

This role will focus on supporting and engaging with higher education physics departments to gain and maintain their accredited degree status. The role will deliver reliable, accurate and timely support and build trust in the degree accreditation scheme.

Context of the job

The Membership department is responsible for:

- encouraging members to participate in IOP activities
- attracting, recruiting, and retaining members at all stages of their career
- provision of relevant member services and benefits
- provision of professional development and CPD for members
- developing and maintaining professional standards
- supporting networks of members
- degree accreditation and accreditation of company training schemes
- annual programme of conferences and the management of events
- collection of membership subscriptions.

The Accreditation Coordinator is responsible for supporting key elements of the IOP's Royal Charter obligations. Degree accreditation is how the IOP meets the requirements in our Charter to uphold the quality and standards of physics qualifications. Under the Charter the IOP awards the Chartered Physicist professional qualification and degree accreditation sets the educational requirement for this registration.

The Accreditation Coordinator is responsible for supporting the accreditation scheme, which develops and maintains standards in physics degree programmes. The role is responsible for the organisation and running of accreditation visits to universities and is the first point of contact for physics departments and accreditation assessors.

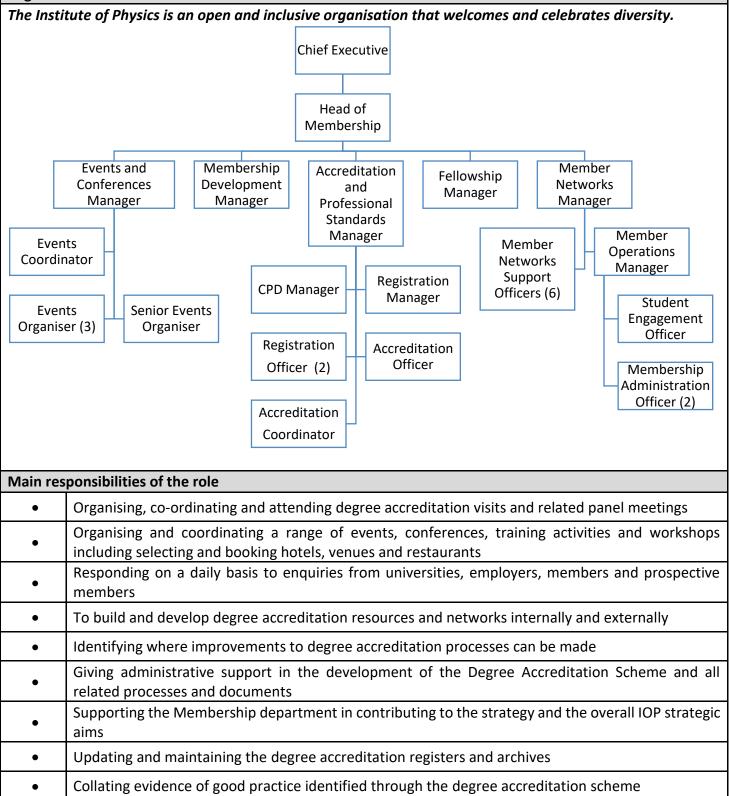
Key decision-making in the job

- Acting as the main contact for degree accreditation matters, dealing with a wide range of enquiries from internal and external contacts, including senior university staff
- Coordinating degree accreditation visits, committee meetings and network events, and deciding who to prioritise with regard to availability
- Ensuring departments and panels have been given the information, support and guidance they need for degree accreditation, and maintaining confidentiality, at all times
- Conducting the initial review of degree accreditation applications to ensure all information and supporting documentation is supplied and of an acceptable standard
- Keeping informed of issues in higher education and equity, diversity and inclusion to inform and improve policy and procedure in degree accreditation

Accountability of the job

- The role reports to the Accreditation and Professional Standards Manager, and has no line reports
- Authorise expenditure up to £1,000
- Communications with universities requires professionalism and carries an inherent responsibility to be mindful of the IOP's reputation
- The role deals with a substantial amount of confidential material

Organisational chart



Maintaining an awareness of current activities, practices and legislation relating to higher education and equity, diversity and inclusion

Person Specification

We are looking for someone who...

- Has a drive for results, who can be counted on to meet or exceed goals successfully
- Can manage and measure work effectively, taking responsibility for tasks and decisions
- Is **customer focussed** and dedicated to meeting the expectations and requirements of internal and external customers/partners
- Has great functional/technical knowledge and skills to do the job at a high level of accomplishment
- Is **committed to their personal learning**, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly

Experience this person should have is...

- Experience in, or good knowledge of, higher education
- Experience in, or good knowledge of, professional standards and/or quality assurance
- Experience in delivering high level administrative support
- Experience in writing for different audiences to a high standard, including technical report writing
- Experience in supporting committees or equivalent would be beneficial

Skills this person requires are...

- Team player the ability to work co-operatively with others to achieve common goals
- Negotiation skills the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties
- Influencing skills the ability to bring others to your way of thinking diplomatically
- Proactive to think ahead and act to ensure the smooth completion of team/individual aims and objectives
- Dependable able to complete tasks to high standard and to deadline
- Organisational skills ability to work with minimum supervision, prioritise workload, and handle multiple tasks
- Interpersonal skills ability to positively communicate with others; the confidence to listen and understand
- Communication skills ability to express information clearly and effectively in written and oral form
- Computer literate good working knowledge of Microsoft Office

Qualifications required are...

• No formal qualifications are required – but the postholder will be expected to have proven experience in administration and be able to demonstrate excellence in written communication.