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| Head of Accreditations |  Edinburgh Napier UNIVERSITY |
| Role Description | |

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| Grade: | Grade 7 Professional Services |
| Campus Location: | Craiglockhart Campus |
| Line Manager: | Member of the School Executive |
| Line Management Responsibility for: | None |
| Role Summary: | Working closely with the School's senior leadership team to realise the School's accreditation plans. The role holder understands accreditation requirements, building operational and data management structures for the purpose of obtaining and maintaining accreditations (e.g. AACSB, EQUIS, AMBA, CIPD). The role holder will work both independently and collaboratively to play a key role in in the School by leading and managing the School's accreditation projects. |

Main Duties and Responsibilities

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| ➤ | Design the Business School's strategy for accreditations and play the major role in implementing the strategy across the School. |
| ➤ | Understand, communicate and champion accreditation standards and requirements to academic and professional staff in the School and the University. |
| ➤ | Carry out training to advise the Dean of School, Heads of Subject and the wider school community about accreditation standards, requirements, and strategic developments |
| ➤ | Assist the Dean and Heads of Subject across the School in strategic planning to ensure that the School's plans support the School's accreditation aspirations. |
| ➤ | Chairing AACSB Steering Group Meeting within The School as required. |
| ➤ | Lead the design and implementation of policies, procedures and systems to assist the Heads of Subject School Academic Leads and Programme Leaders in ensuring that programmes meet AACSB and other accreditation requirements and that these requirements are monitored and maintained. |
| ➤ | Act as primary contact with accreditation bodies. Prepare accreditation documentation for submission and organise accreditation events and visits that use resources efficiently in accordance with relevant accreditation standards |
| ➤ | Manage information and develop systems and structures that support data-gathering and inform high-level decision making on accreditations by establishing databases and systems |

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| | to collect and maintain up-to-date records in accordance with accreditation requirements. Monitor overall compliance with accreditation standards and requirements. |
| ➤ | Monitor and advise on assurance of learning, staff qualifications and scholarly activity to ensure compliance with accreditation requirements. Serve as the primary contact for any accreditations queries and serve on any University committees as appropriate. |
| ➤ | Identify, establish and maintain strong relationships with accreditations bodies in order to devise strategies for the School to obtain accreditations as approved by the management team (e.g. AACSB, CIPD). |
| ➤ | Actively participate in external networks as they relate to accreditations. Create and sustain effective working relationships within the University to obtain and manage accreditation. Represent the School in internal and external meetings related to accreditations. |

Person Specification

| Attributes | ❖ Essential Selection Criteria | Desirable Selection Criteria |
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| Education/Qualifications | Education to degree level or other equivalent experience Demonstrable professional continuous development | |
| Experience | Experience of working in the Higher Education sector at a senior level Experience of accreditation management Experience of data management, systems and analysis. | Experience of managing accreditations within a Business School environment. |
| Skills/Personal Requirements | Excellent report writing and oral communication skills Excellent influencing and negotiation skills Strong organisational and project management abilities Ability to complete projects on time and manage multiple tasks and work under pressure with competing demands | Knowledge of AACSB and EQUIS accreditation process. |

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| | <p>Ability to work independently and in teams to influence others and complete projects including working on own initiative</p> <p>Knowledge of standards in business education</p> <p>Ability to manage change and respond positively to new challenges.</p> <p>Ability to work effectively with diverse internal and external groups</p> <p>Willingness to work flexible hours and across various locations (when required)</p> | |
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