

JOB DESCRIPTION

Job Title:	Accreditation Manager – BGA
Reporting to:	Director of Accreditation & Director of BGA Services
Department:	Accreditation, primarily working for BGA
Job Purpose Summary:	To support Directors in the Accreditation team with BGA assessment visits, processes and related activities. Occasional support will be provided to solus AMBA accreditations.
Key Responsibilities and Accountabilities:	<p>Represent the Accreditation team by carrying out assessment visits to BGA solus and/or AMBA-BGA joint-accredited Business Schools. The expectation is that most of the assessment visits will be for BGA accreditation, with occasional support provided to solus AMBA accreditations.</p> <p>Plan, execute and deliver all preparations for assessment visits.</p> <p>Ensure appropriate and up to date information is maintained, taking responsibility for programme level information displayed online.</p> <p>To draft high quality assessment visit reports for consideration by the relevant Boards following accreditation visits.</p> <p>To respond to stakeholder enquiries in a timely manner with a focus on excellent customer service.</p> <p>To provide high level administrative support to aid the functioning of the accreditation service..</p> <p>To ensure that the highest level of customer service is delivered.</p> <p>Engage and support pipeline schools in the BGA accreditation process.</p> <p>To undertake any other tasks that may be required from time to time, which are within the skills, capabilities and experience of the post holder and that are appropriate to the role.</p>
Qualifications, Skills and Experience:	The successful applicant will hold at minimum an undergraduate degree ideally from a highly ranked, research-intensive university.



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Postgraduate education to Masters level is preferred.

The successful applicant would ideally possess significant proven experience of the application of quality assurance standards, criteria and processes within a Higher Education context.

Excellent written and oral communication skills and the ability to communicate key messages relating to the accreditation function to a diverse range of audiences.

Excellent organisational skills and the ability to manage priorities and work to deadlines in a methodical and accurate fashion.

Ability to build strong relationships with relevant stakeholders, this would include senior academics at university Business Schools.

Cross-cultural understanding and ability to translate these skills into effective relationship-building with stakeholders.

An understanding of the business education subject areas and the business education environment would be of benefit.

Understanding of the purpose and importance of quality standards and quality assurance.

Understanding of Data Protection legislation and handling of sensitive information.

Understanding or knowledge of implementing, developing, and maintaining quality standards within an organisation.

Ability to handle sensitive and confidential information with complete discretion.

Ability to work effectively as part of a global team.

Ability to undertake frequent and extended travel both within the UK and abroad, which may on occasion entail some weekend work, evening functions and meetings.



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Key Competencies:	<p>Understanding of quality assurance principles and processes.</p> <p>Multi-tasking and strong organisational skills.</p> <p>Strong report writing skills with professional and analytical style.</p> <p>A quick learner with a natural curiosity.</p> <p>A global mindset.</p> <p>Ability to work effectively as part of a distributed team.</p> <p>High level of emotional intelligence and diplomacy.</p> <p>Transparent, ethical, and fair approach with high levels of integrity.</p> <p>Effective communicator.</p> <p>Collaborative approach.</p>
Location:	Flexible hybrid working with a combination of work locations including from our global customer premises (during assessment visits), from our office in London and from home.
Hours of Work:	35 Hours per Week
Salary:	Competitive - Dependent upon experience

Please note that this job description does not form part of your employment contract. AMBA & BGA can modify your job duties or amend this job description at any time.