**Role: Accreditation Manager (Maternity Cover)**

**Salary: £53,666 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Fixed Term (12 months), Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at ltimon@rcoa.ac.uk by **Friday 09 August by 5pm.**

**About You**

The successful candidate will have proven experience working within healthcare or education environment. You can engage with a diverse array of internal and external stakeholders, forming robust working relationships at all organisational levels.

You have experience leading teams, where you have ensured collective growth and success. You understand managing contracts and budgets, also the ability to monitor income and expenditure, you have strong organisational and financial management skills.

Your excellent communication and interpersonal skills enable you to navigate complex situations, while your proactive approach to problem-solving means that you can resolve issues efficiently and effectively. You are driven, resourceful, and ready to contribute to the RCoA’s values with your skill set and positive attitude.

**About the Role**

The purpose of this role is to manage the Anaesthesia Clinical Services Accreditation (ACSA) scheme and contribute to other RCoA work to support the maintenance of anaesthetic national standards.

ACSA is an accreditation scheme for anaesthetic departments, which include self-assessments and hospital visits. The role will require oversight of the scheme as well as partaking in regular overnight hospital visits and report writing.

The role is outward facing, involving liaison with regulators, hospital departments, senior clinicians and other key national stakeholders. The role holder will work closely with committee members including both clinical and lay representation and requires people management skills.

There is a requirement for this role to travel within the UK, with overnight stays.

Your duties include, but are not limited to:

* Management of the ACSA scheme; this includes management of day-to-day tasks and developmental aspects.
* Ensure that the aims of the ACSA strategy are met, and delivery is aligned with the overall College strategy for the associated workstreams.
* Attend site visits, fully participating as a staff reviewer, assessing the site against established national standards while maintaining professionalism and the quality of the service.
* Work collaboratively with the Patient Safety Manager to ensure Clinical Quality workstreams are suitably joined up and knowledge of each other’s areas of responsibility is shared.
* Develop a thorough understanding of workstream budgets, monitor income and expenditure and report deficits and variances to the Head of Clinical Quality.
* Establish and maintain relationships with external colleagues; ensuring RCoA interests are recognised and protected.
* Ensure the Clinical Quality team maintains high quality of work.
* Provide direction, support and constructive feedback for team members through regular 1:1 meetings.

**The Package**

This is a full-time, fixed term position with a competitive employee benefits package, which includes (but is not limited to):

* 31 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk