



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Accreditations Manager				
DEPARTMENT	Lincoln International Business School				
LOCATION	Brayford Pool				
JOB NUMBER	SB032	GRADE	7	DATE	September 2016
REPORTS TO	Director of Academic Development & Accreditations				

CONTEXT

Located in the beautiful city of Lincoln and well connected to businesses in the area, Lincoln International Business School is a growing and ambitious school with an internationally diverse student body and a set of programmes ranked highly in the National Student Survey. The School is investing in research and enterprise seeking to enhance its role as a hub with both local and global connections. The Business School occupies a custom designed building close to the railway station with modern learning spaces for students, a specialist facility for corporate education, and flexible spaces to support collaborative research.

JOB PURPOSE

The Lincoln International Business School is looking to appoint a highly motivated professional manager to work closely with the School's senior management team to realise the School's accreditation plans. The role is suitable for someone who thrives in understanding accreditation requirements and building operational and data management structures for the purpose of obtaining and maintaining accreditations (e.g. AACSB, AMBA, CIPD). Reporting to the Director of Academic Development & Accreditations, 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.

KEY RESPONSIBILITIES

Leadership and strategic advise

- Working with the PVC & Deputy Heads of College (or designated representative), design the College strategy for accreditations and play the major role in implementing the strategy across the College.
- Along with the College Head, feed into the high-level decision making bodies responsible for the institutional accreditations strategy.
- Carry out training to advise the Heads of Department, the Deputy Heads of College and the School Executive about accreditation standards, requirements, and strategic developments;



- Assist the PVC and Deputy Heads of College in strategic planning to ensure that the School's plans support the School's accreditation aspirations;
- Lead the design of policies and systems to assist the Director of Academic Development & Accreditations and programme leaders in ensuring that programmes meet AACSB and other accreditation requirements.

Management of Resources

- Lead on the implementation of the College's accreditation agenda by designing policies and procedures to ensure that accreditations are obtained and maintained;
- Manage information and develop systems and structures that support data-gathering and inform high-level decision making on accreditations within the College;
- Establish databases and systems to collect and maintain up-to-date records in accordance with accreditation requirements;
- Working with the Director of Academic Development & Accreditations and senior team to establish, monitor and review goals, policies and implementation processes to ensure that the Colleges international and other partners comply with accreditations requirements;
- Understand and communicate accreditation standards and requirements to academic and professional staff in the College and the University;
- Monitor and advise on staff qualifications and scholarly activity to ensure compliance with accreditation requirements;
- In conjunction with the Director of Academic Development & Accreditation and senior team organise accreditation events and visits that use College resources efficiently in accordance with relevant accreditation standards;
- Monitor overall compliance with AACSB and other accreditation standards and requirements.

Liaison

- Identify, establish and maintain strong relationships with accreditations bodies in order devise strategies for the College to obtain accreditations as approved by the management team (e.g. AACBS, CIPD);
- Start and participate in external networks as they relate to accreditations;
- Create and sustain effective working relationships within the College and the University to obtain and manage accreditations;
- Represent the College in internal and external meetings related to accreditations; these meetings may involve meetings abroad;



UNIVERSITY OF
LINCOLN

- Serve on a variety of University committees to represent the College and its accreditation agenda;
- Serve as the primary contact for any accreditations queries.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.



ADDITIONAL INFORMATION

Scope and dimensions of the role

To undertake ad hoc projects and work as directed by the Director of Academic Development and Accreditations.

Key working relationships/networks

Internal	External
PVC/Director of LIBS Deputy Heads of College Heads of Department Academics University Registry Planning and Business Intelligence Finance International Office MIROs	Accrediting bodies Other universities Commercial partners Business school associations



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Accreditations Manager	JOB NUMBER	
Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)	
Qualifications:			
Degree level qualification or relevant professional qualification or equivalent	E	A	
Experience:			
In higher education sector at senior level	E	A,I	
In accreditations management	E	A,I	
In data management and analysis	E	A,I	
In creating and maintaining positive relationships	E	A, I	
Skills and Knowledge:			
Excellent report writing and oral communication skills	E	A,I, P	
Excellent influencing and negotiation skills	E	A,I	
Ability to complete projects on time and manage multiple tasks	E	A,I	
Ability to work independently and in teams to influence others and complete projects	E	A,I	
Knowledge of standards in business education	E	A, I	
Knowledge of AACSB accreditation scheme	D	A,I, P	
Competencies and Personal Attributes:			
Positive attitude	E	A	
Results orientated	E	A	
Ability to work under pressure with competing demands	E	A,I	
Ability to work on own initiative	E	A	
Business Requirements			
The University of Lincoln is committed to ensuring a positive work life balance for all staff and it is within this context that you will be expected to work flexibly which, dependent upon the needs of the post, will include international travel.	E		

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	NS	HRBA	JH
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