



## Role description

The **UK Council for Psychotherapy (UKCP)** is the leading professional body for the education, training, accreditation and regulation of psychotherapists and psychotherapeutic counsellors. Our register of over 12,000 individual therapists is accredited by the Professional Standards Authority (PSA). As part of our commitment to work for public benefit, we strive to improve access to psychotherapy, to support and disseminate research, to improve standards and to respond effectively to complaints against therapists on our register.

<b>Title</b>	<b>Independent assessor (organisational member)</b>
<b>Reporting to</b>	RQAT (regulation and quality assurance team) manager
<b>Direct Reports</b>	None
<b>Location</b>	Remote, or UKCP office (York House, Pentonville Road, London, N1 9UZ), or on site as needed

## Main purpose/aims of the role

- To help UKCP maintain high standards across the profession for public trust and protection.
- To review submission documentation and assess the contents against regulatory policies to determine the accreditation outcomes for UKCP organisational members.
- To provide expert opinion, feedback and outcome decision, in line with the quality assurance framework.
- To abide by the Nolan principles, behave ethically and promote diversity and inclusion.

## Main duties and responsibilities

- Undertake induction and training on the quality assurance framework for accreditations or reaccreditations, including familiarisation with relevant policies, processes, handbooks and toolkits.
- Maintain an up-to-date knowledge of issues pertinent to UKCP regulation and quality assurance frameworks.

- Liaise with the regulation and quality assurance team on the planning and facilitation of the quality assurance schedule and adhere to tight timescales and deadlines.
- Liaise with the regulation and quality assurance team to review the assessment documentation.
- Declare any potential or perceived conflicts of interest and be recused from specific assessments if necessary.
- Assess submission documents and prepare questions for the training providers and/or the assessment panel.
- Draft an assessment or findings report in liaison with the other assessors and the regulation and quality assurance team.
- Present the report to the relevant assessment panel or committee highlighting areas of good practice and making recommendations on any concerns.
- As necessary, collaborate with the regulation and quality assurance team 'offline' in order to progress 'follow-up' requirements or quality assurance concerns satisfactorily.
- Observe confidentiality and data protection obligations at all times.

**This is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change from time to time.**

#### **Person specification**

- Accredited psychotherapist or psychotherapeutic counsellor of good standing with substantial knowledge of standards of education and training for academic institutions or training providers.
- A sound understanding of quality assurance frameworks including standards of practice, code of ethics and particular requirements for specific modalities.
- Experience of conducting similar assessments is desirable.
- Excellent communication skills, verbal and written.
- Ability to navigate complex and sensitive issues with tact, diplomacy and empathy.

- Sufficient time to fulfil the demands of the role, meet process deadlines and attend onsite assessments.
- No obvious conflicts of interest with pre-existing roles and involvements.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances and policies.
- Ability to analyse information from a variety of sources and to exercise sound judgement.
- Proficient with Microsoft 365 and online/hybrid meetings.
- Demonstrable commitment to public protection, to high standards and to equity, diversity and inclusion.

### **Our values**

Our values are central to us. We recruit according to these values, appraise our people against them, embed them in our working practices with colleagues, ensure that UKCP's practice is continually informed by them and measure our impact against them.

- We believe in working with **integrity** throughout the organisation.
- We are **innovative** in our approach to member support and ensuring high standards of practice.
- We ensure that our policies are **informed by data and evidence**, wherever possible.
- We **recognise the pluralism of the modality traditions** upon which psychotherapy is based and encourage dialogue to promote understanding.
- We aspire to be **courageous and inquisitive** in the way we work.
- We seek to be **inclusive**, recognising the diversity of the society in which we live and work, and we strive to have respect for everyone we work with.
- We aim to **work collaboratively** with other organisations when it is in the public's interest to do so.

- We are **reflective** and seek to learn when things do not go as expected.