

The Chartered Society of Physiotherapy

Job Description

Job Title:	Education Adviser
Directorate:	Practice & Development
Team:	Workforce Development and Education
Grade:	7
Responsible to:	Assistant Director (Workforce Development and Education)
Accountable to:	Director of Practice & Development

Main purpose of the post

- Implement CSP quality assurance and enhancement processes and lead initiatives for their on-going development, promotion and evaluation.
- Link with physiotherapy education providers, acting as an advocate for the CSP's role in providing leadership and support.
- Contribute to wider CSP work relating to physiotherapy education, including workforce planning and equality and diversity initiatives.

Main duties and responsibilities:

1.	Quality assurance / enhancement <ul style="list-style-type: none">• Lead CSP programme recognition activity, including:<ul style="list-style-type: none">○ Developing and implementing CSP criteria and processes for quality assurance/enhancement activity.○ Advising the Quality Assurance and Enhancement Network and Panel on its activity.○ Leading initiatives to review and evaluate CSP recognition processes and identifying and acting on areas requiring development or modification.○ Linking with other professional and regulatory bodies to maximise opportunities for collaborative working.• Lead projects and their evaluation to develop CSP programme recognition schemes.• Recruit, induct and provide training, support and guidance to CSP education representatives to enact CSP quality assurance/ enhancement activity.
2.	Links with physiotherapy education providers <ul style="list-style-type: none">• Liaise with and support physiotherapy education providers, including through:<ul style="list-style-type: none">○ Advising providers on developing and delivering programmes and presenting them for CSP recognition.○ Communicating on all relevant developments relating to CSP programme recognition.○ Producing, maintaining, disseminating and evaluating guidance material.○ Developing and implementing approaches to communication with education providers, optimising use of all existing channels and ways of disseminating information and promoting dialogue.• Develop and promote formal CSP links with physiotherapy education providers, including through acting as an advocate for the Society's education role in terms of leadership and support.

	<ul style="list-style-type: none"> • Develop the CSP-convened networks for physiotherapy education to optimise their value to educators, including through: <ul style="list-style-type: none"> ○ Ensuring their agendas and format match both the interests and needs of members and CSP priority areas. ○ Promoting partnership-working. ○ Keeping the value of the networks under review within the broader context of CSP education activity.
<p>3.</p>	<p>Broader role relating to physiotherapy education</p> <ul style="list-style-type: none"> • Contribute to developing the CSP's education role, informed by the changing contexts of health care, higher and professional education, members' continuing professional and career development, and regulation. • Maintain an awareness of broad developments (in the UK, in Europe and internationally) and their potential impact on physiotherapy education, its context and supply and demand. • Contribute to CSP-wide activity relating to workforce planning and graduate employment. • Lead activity that develops equity, diversity and belonging dimensions of the CSP's education role. • Contribute to activity to promote physiotherapy as a career.
<p>4.</p>	<p>Other</p> <ul style="list-style-type: none"> • Participate in the overall work of the Practice & Development Directorate and particularly in the activity of the Workforce and Development Team. • Actively promote and ensure personal compliance with CSP principles of equity, belonging and valuing diversity in all aspects of work. • The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

The Chartered Society of Physiotherapy

Person Specification Form

The person specification below outlines the essential and desirable experience, knowledge and skills required for this role. Evidence for behaviours, knowledge and skills will be looked for throughout the selection process.

E – Essential requirements are those without which the job could not be done.

D – Desirable criteria are those that may enable better or more immediate performance in a job.

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSED BY APPLICATION/ INTERVIEW/ PRESENTATION (A/I/P)
Educational Requirements		
A Master's level qualification or evidence of M-Level thinking and critical analysis.	E	A/I
Previous Experience		
Undertaking quality assurance activity either directly within a higher education environment, or through performing a role within a professional or regulatory body.	E	A/I
Designing, planning and carrying out small-scale projects.	E	A/I
Planning, organising and running events, including seminars and workshop-style sessions.	E	A/I
Delivering presentations.	E	A/I
Facilitating change.	E	A/I
Skills, ability and Knowledge		
A developed knowledge of the principles and approaches on which quality assurance and quality enhancement within higher and professional education are based.	E	A/I/P
A developed knowledge of key issues impacting on post-18 education, including: <ul style="list-style-type: none"> • Higher education policies and structures (including within devolved administrations in the UK). • Curriculum design and delivery. • Professional regulation. • Developments in health and social care policy reform across the UK. • Workforce planning. • European and international developments impacting on UK higher and professional education. 	E E D D D D	A/I A/I A/I A/I A/I A/I
Strong skills in synthesising, analysing and presenting complex data and ideas.	E	A/I
Critical and analytical approach to work programmes and their evaluation.	E	A/I
Ability to manage small projects.	E	A/I
Excellent written skills, including to produce guidance materials and resources on complex issues.	E	A/I
Ability to communicate effectively with a range of stakeholders (including senior higher education institution representatives and representatives of the HPC and other professional bodies).	E	A/I
Effective influencing and advocacy skills.	E	A/I
Ability to provide direction and guidance to members acting on behalf of the CSP within its quality assurance/enhancement activity.	E	A/I

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSED BY APPLICATION/ INTERVIEW/ PRESENTATION (A/I/P)
Excellent information management and technology skills, including the ability to: <ul style="list-style-type: none"> - Develop information management tools. - Optimise use of on-line communication channels. 	E E	A/I A/I
Excellent organisational and administrative skills, including to complete work to defined timescales and deadlines.	E	A/I
Ability to work both independently and a member of team.	E	A/I
Other Requirements		
Ability to travel throughout the UK.	E	A/I
Ability to work/travel during evenings and at weekends when the job requires it.	E	A/I
Committed to own continuing professional development.	E	A/I
Takes responsibility for ensuring that data is accurate and up to date, whilst being aware of sensitive and confidential data.	E	A/I
Understanding of and commitment to the principles of equity and diversity, and their application in this post.	E	A/I