

Education Enhancement Advisor

Role profile

About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 80 years; and today, we are thriving with over 35,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this, we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
We Impact	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
We Challenge	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
We Elevate	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
We Respect	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

Practice and Innovation Directorate

The Practice and Innovation Directorate ensures we, and the profession, have a strong voice and international presence. We work with members, external stakeholders and partners to strengthen the evidence base that shows the impact of occupational therapy. We champion a culture of research and service innovation; and drive forward and support pre-registration education pathways to build a resilient and sustainable workforce.

The purpose of your role

As one of our **Education Enhancement Advisors** you'll work closely with the Education Enhancement Manager, Head of Education and wider team and organisation enhancing and assuring the quality of pre-registration occupational therapy education and transition to early career. Your experience and knowledge of occupational therapy pre-registration education within a contemporary higher education setting will enable you to deliver both an efficient accreditation

process ensuring high standards of pre-registration education and a portfolio of projects aligned to the current and future needs of the populations we work with.

Key aspects of this role include:

- Actively contributing to the delivery of our new Education Enhancement Service (EES) and wider work related to enhancing the delivery of occupational therapy pre-registration education.
- To work proactively and collaboratively with a range of stakeholders relevant to pre-registration education including representing the profession and advising on national pieces of work
- To take the lead in developing and managing relationships and ongoing accreditation with education providers, employers and placement providers around the UK supporting the enhancement of their programmes and transition of learners into practice-based learning and practice through your work.
- Adopting an evidence-based approach to your education focussed activities.
- To identify and deliver on a dynamic range of projects relevant to contemporary occupational therapy education and early careers, ensuring the value of education is embedded in all that we do.

Your main responsibilities	What you bring to the role
Education Enhancement • Work collaboratively with the Education Enhancement Manager, Head of Education and other team members to deliver Education Enhancement services meeting quality and performance expectations. • Work proactively and collaboratively with the Education Enhancement Manager, Head of Education and RCOT colleagues to identify key themes and priority areas for project work. • Promote RCOT's role in terms of supporting, developing and protecting the domain. knowledge of the profession in the UK and the benefits of RCOT accreditation for both the education provider and its learners, maintaining the good reputation of the Royal College within the education sector. • Actively contribute an occupational therapy education-driven quality perspective to the implementation of the RCOT Learning and development standards and associated processes and support education providers to work within these frameworks. • To manage the accreditation cycle and implementation of RCOT Standards proactively supporting education enhancement (in support of quality) with providers through undertaking accurate, consistent and timely review of programme documentation utilising your professional experience of OT curriculum design, review and delivery.	Knowledge, qualifications and experience • You will be a registered occupational therapist. • You will be a Fellow of the Higher Education Academy (or international equivalent). • Experience delivering occupational therapy pre-registration education with leadership responsibility (e.g. professional / programme / module leadership). • Experience of occupational therapy pre-registration curriculum design, development, review and working with internal education provider quality colleagues to support this activity. • Have a good working knowledge of policy and influencing factors in contemporary higher education and occupational therapy education. • Demonstrated solutions and evidence -driven approach to create inspiring and engaging content, flexing style and tone for different audiences to ensure an inclusive approach. • Demonstrated ability to work independently, taking initiative when required and being collaborative as appropriate. Skills and abilities • Demonstrate effective organisational skills to deliver a complex and changeable workload and an ability to prioritise and manage workload to meet deadlines. • Proven project management experience.

- To manage quality assurance activities to facilitate a positive experience and constructive debate and reflective conversations for all stakeholder groups.
- Prepare timely summary reports for the RCOT Education Enhancement Committee.
- Develop effective working relationships with education providers individually, regionally, nationally and a four nations approach, synthesising and identifying current drivers and priorities for RCOT exploration.
- Complete required administrative processes related to your work.
- Ensure accurate data processing in line with EES process.
- Provide expert and timely advice to Education Enhancement related enquiries, escalating as appropriate.
- Identify, develop and deliver on education focussed projects to support the delivery of quality pre-registration education.
- Work collaboratively with other members of the education team and others to create a seamless service to members, education providers and other stakeholders.
- Support the Education Assistant to respond to enquiries from members and non-members.
- Attend colleague and team meetings as required.
- Carry out any other duties as may reasonably be requested in the fulfilment of the post.
- Ensure that all personnel policies and procedures, standing financial instructions, quality and customer care protocols and Health and Safety at Work Regulations are complied with.
- Bring to the attention of the Facilities Administrator any actual or potential health and safety issues at the earliest opportunity, to allow remedial action to be taken.

Values, culture and leadership

- Live our values in all that you do; celebrate it when colleagues live our values and raise, respectfully, when they don't.
- Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes).
- Take personal ownership of your career development, seeking support and guidance as needed.
- Identify own learning needs through proactive participation in regular feedback, supervision and the annual appraisal programme.

- Flexible interpersonal skills, demonstrating the ability to communicate with colleagues and external stakeholders at all levels through providing advice and reflective feedback, offering professional challenge and influence to different audiences.
- Demonstrated experience of facilitating developmental conversations around curriculum content, design and delivery, drawing on own practice and pedagogic knowledge in relation to this.
- Demonstrate an evidence-based approach to your work taking account of the political context.
- Consistent excellent written communication skills and the ability to produce concise, timely and accurate records and reports.
- Detailed working knowledge and experience of Microsoft 365.
- Proven ability to work on own initiative and as an effective team member.
- Demonstrate the ability to network, liaise, negotiate, influence and co-operate with colleagues internally and externally, including those in other professions/organisations and those in senior leadership and/or management positions.
- Demonstrated ability to synthesise learning and observations across a range of environments to proactively identify emerging priority areas for action.
- Ability to distil complex material (including data) into accurate, concise and clear written formats i.e. reports, records, accreditation summaries and briefings utilising appropriate technology.

Other requirements

- Willingness to travel within the UK outside normal office hours, and occasionally outside normal working days, and to stay overnight when required.
- Demonstrate an understanding of the role and work of RCOT.
- An enthusiasm to live and model the RCOT values across all areas of work.
- A demonstrable passion for including equity, diversity and belonging principles across all areas of work.
- A demonstrable passion for embedding environmental sustainability principles across all areas of work.

A bit more about the role:

- **You'll report to** Education Enhancement Manager
- **Your contract will be** permanent
- **You'll work** 35 hours per week
- **You'll be based at:** London Bridge Headquarters (Hybrid working)
- **You'll be paid** circa £55k per annum

Your main relationships will be with:

- Education Enhancement Manager
- Head of Education
- Education Assistant
- Our education providers

What we will offer you

- **25 days paid holiday per annum** rising to 28 in the leave year following completion of five years' service.
- **Christmas Closure** – we're closed over Christmas and New Year. Closure dates will vary from year to year, depending on when the bank holiday dates fall. Additional time will automatically be given to all employees to cover any working days during this period.
- **Pension Scheme** – RCOT operates a contributory pension scheme, you are eligible to join this scheme from your date of commencement. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- **Life Cover** – four times annual salary.
- **Interest free season ticket loan** (after probationary period).
- **Free eyesight testing.**
- **Free Employee Assistance Programme**

Equity, Diversity & Belonging

As a membership organisation, a professional body, and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members, and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQI+ communities.