

TITLE:	Head of Accreditation
REPORTS TO:	CEO
WORKS WITH:	EPAC, Accreditation Coordinator, Practice Advisor, CEO
HOURS:	.4 EFT (2 days per week).
SALARY:	95k pro-rata plus super (plus FBT benefits)
TENURE:	2 years

ROLE SUMMARY

PACFA has a proud history of leading the way for counselling and psychotherapy registration and accreditation in Australia. This role will enable PACFA to enhance its service and support for training organisations nationally, as well as ensure that the highest standards are encouraged for the important work of counselling and psychotherapy training.

The Head of Accreditation will lead the work of PACFA volunteers and staff to deliver PACFA's course accreditation services and the implementation of a continuous improvement culture.

In a small supportive organisation this is a hands-on role for a dynamic individual to enhance and develop processes and create meaningful change. The position is flexible in delivery with some ongoing working from home considered for the right candidate.

MISSION

The Psychotherapy and Counselling Federation of Australia (PACFA) is a peak body for the counselling and psychotherapy profession in Australia. PACFA's mission is to advance the counselling and psychotherapy profession and to benefit members of the community who seek their services. In addition, PACFA is home to the College of Aboriginal and Torres Strait Islander Healing Practices.

POSITION PURPOSE

The Head of Accreditation position is responsible for both engaging educational stakeholders and ensuring the highest quality accreditation processes are executed by the organisation.

This position reports to the CEO and provides reports to the Board and attends Board meetings. The position is supported by a part-time Accreditation Co-ordinator. The role is 2 days per week on a 2 year contract, commencing early 2023.



Based in Creative Cubes co-working space on Drummond St Carlton, and with significant working from home possible, PACFA offers FBT exempt salary packaging, flexible hours, portable superannuation, the ability to purchase additional leave and a friendly work environment.

KEY RESPONSIBILITIES

The Head of Accreditation is a leadership position for the Counselling and Psychotherapy sector who will be responsible for overseeing PACFA's accreditation work and representing the work of the organisation to the sector. Responsibilities will include:

- Leading accreditation activities of PACFA
- Overseeing work of Panels (including managing volunteers and ensuring conflicts of interest are reported and managed)
- Finalising timely reports by Panels
- Liaising with training organisations to answer queries, address issues and encourage continuous improvement as related to accreditation
- Working with the PACFA office to revise and update documentation as relates to accreditation in line with external standards including the National Alliance of Self-Regulating Health Professionals.

KEY SKILLS AND EXPERIENCE

Essential

- High level qualification in counselling/psychotherapy
- Significant clinical experience in counselling/psychotherapy
- Substantial experience in counselling/psychotherapy tertiary training sector
- Established networks across counselling/psychotherapy training programs and providers
- Good understanding of the evidence base for counselling/psychotherapy and its training
- Ability to work collaboratively and as part of a team
- Program management experience
- Exposure to course accreditation
- Demonstrated ability to produce timely and effective written materials for external stakeholders
- Interest in development of materials supporting high standards for counselling and psychotherapy including accreditation guidelines, assessment processes, competency standards etc.

Advantageous

- Experience in working with committees
- Experience in working with volunteers

PD finalised 19 October 2022