

Position Description

Job Information

Position No.	60	Accreditation Coordinator
Reports To	Assistant Director Accreditation and Standards	
Type of Employment	Full Time, Permanent	
Business Unit	Accreditation and Standards	
Supervisor of	Not Applicable	

Job Summary

Working to the Assistant Director Accreditation and Standards, the Accreditation Coordinator provides high-level secretariat, administrative, and educational quality assurance support across APC's accreditation systems and processes. This role plays a key part in ensuring accreditation activities are conducted effectively, efficiently, and in alignment with regulatory requirements and best practices.

Key Areas of Responsibility

Accreditation Services

- Coordinate, manage and deliver secretariat, administrative and planning support to the Accreditation business unit.
- Oversee and deliver effective documentation systems for accreditation activities including the Accreditation Management System.
- Coordinate accreditation activities including accreditation assessments, site visits, and external assessors.
- Assist in the development, implementation and monitoring of the accreditation systems for APC.
- Coordinate Accreditation Committee meetings, including the preparation agenda papers, correspondence, minutes, and reports.
- Contribute to continuous improvement of accreditation processes, service delivery, and practices.

Accreditation Management System

- Administer the Accreditation Management System (AMS).
- Provide training and support for external stakeholders on system use.
- Maintain data integrity, records, and accreditation decisions.
- Extract and analyse reports to support accreditation activities.
- Work closely with the IT Business Unit to ensure the effective operation of the AMS

Quality Assurance and Stakeholder Support

- Review accreditation submissions to ensure completeness.

- Ensure timely delivery of accreditation notifications and responses to education providers and regulators.
- Support internal and external Steering Committees and Working Groups as required.
- Represent APC at accreditation events and in public forums.
- Foster, develop and maintain collaborative relationships and communication with relevant stakeholders

Experience/Qualifications

Minimum

- At least 5 years' experience in an administrative and/or regulatory support role, including strong coordination, scheduling and administrative skills, particularly in managing internal and external meetings, events and workshops
- Experience in working with and maintaining IT systems that support workflow, reporting and analysis
- Proficiency in Microsoft Office Suite, including Word, Excel and PowerPoint.

Preferred

- Experience working within the higher education, health, or accreditation sector.
- Background in educational, training, or regulatory/certification environments.
- Understanding of IT system management in an accreditation or regulatory environment.

Competencies

Core Competencies

Competency	Definition
Our Values	Promotes and embodies our values in what we do and how we behave.
Holistic Approach	Works in the best interests of APC.
Team Oriented	Promotes co-operation and interactions. Values differences among team members and can manage work groups with diverse influences.
Achievement Orientated	Identifies and accomplishes challenging objectives or personal goals.

Mandatory Functional Competencies

Competency	Definition
Communication	Takes the initiative to communicate accurate, up-to-date plans and information. Expresses thoughts clearly, both verbally and in writing. Listens and understands the views of others.
Time Management	Manages responsibilities in a timely and efficient manner.
Effective Relationships and Engagement	Forges productive, cooperative relationships. Understands and responds to others' needs and priorities.
Cultural Awareness	Understands and promotes our path to reconciliation.
Diversity and Inclusion	Recognises and values diversity of people, ideas and cultures.
Quality & Professionalism	Maintains high work standards and takes personal responsibility.

Job Specific Competencies

Competency	Definition
Stakeholder Management	The ability to demonstrate concern for satisfying external and/or internal stakeholders
Responsiveness to Requests	Maintains APC reputation as a responsive organisation.
Attention to detail	Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
Planning and Organising	Establishes a course of action for self and/or others to accomplish a specific goal.
Flexibility	Recognises and responds to unanticipated events and requirements

Position 'Effort' Estimate

Main Function	Estimated Effort (%)
Accreditation Services	50%
Accreditation Management System	30%
Quality Assurance and Stakeholder Support	20%
TOTAL	100%

Document Control

Version	0.2
Status	Draft

History

Date	Version	Title	Notes
Feb 2025	0.1	Accreditation Coordinator	Created new position
March 25	0.2	Accreditation Coordinator	Revised