



## Job Posting

### **JOB TITLE: IOHA NARC Chief Reviewer**

JOB CATEGORY: Accreditation Specialist

Position type: Consulting Contract

Date posted: 20 June 2024

Location: Virtual

Contact: Dr Stefan Ljunggren, [Stefan.Ljunggren@regionostergotland.se](mailto:Stefan.Ljunggren@regionostergotland.se)

Apply online:

Applications close on 26 July 2024

### **JOB DESCRIPTION**

#### **Role and Responsibilities**

The NARC Chief Reviewer will report to the NARC Chair and be responsible for conducting thorough and unbiased reviews for the NARC with new and re-assessment applications. The NARC Chief Reviewer is responsible for coordinating reviews with member organizations and ensuring they are completed in a timely manner. Generally, they will:

- Lead the update of the NARC Assessment Criteria (Matrix) and subsequent documentation and procedures with a subcommittee of volunteer member organizations and a subject matter expert.
- Lead the review of new applications for new credentialing bodies to become NARC recognized within six months from the date of a complete application being submitted.
- Lead the reviews of reapplications of existing IOHA-recognized credential program under the NAR Program within three months from the date of receiving the reapplication.
- Establish and verify that the NAR reviews are carried out and completed to a consistently high standard.
- Work with their assigned NARC member reviewer to establish that the review is completed on-time as per applicable procedures.
- Assist IOHA Members and/or other credentialing bodies to develop their certification program with the aim of meeting all six of the NAR Criteria, and then providing further assistance in the drafting of the new application for NAR recognition.
- Assist the NARC Chair as required in the development of NAR documentation.
- Develop, update, and deliver training sessions on the review process and standards for the NARC. Annual training will be provided by the NAR Chief Reviewer at the beginning of each new calendar year.
- Assist with training any new NARC member to become a competent NAR Reviewer.

### **Education and Experience**

- Post-secondary degree in related field (education, business administration, etc.)
- Knowledge of accreditation and credentialling practices
- Understanding of relevant global standards (i.e., ISO/IEC 17024)
- Experience in conducting reviews for credentialling programs
- Experience in not-for-profit organizations
- Experience leading a team in a collaborative manner.
- Experience in developing procedures and applications.
- Former member of the NARC or advisor to NARC is preferred but not required

### **Additional Notes**

This position is an as needed consulting contract position appointed by IOHA under a fixed term contract arrangement for a period of three (3) years. The work is dependent on the number of reviews required per year (ranges from two to eight per year) and additional administration. We are asking for a lump sum rate for re-application reviews and new applicant reviews and your hourly rate for other administration activities as listed above. The NARC meets from February – November with a break in July.

There is no limit on the number of times that the individual could be appointed to the role of NAR Chief Reviewer. A notice period of six calendar months is required if either side decides that they do not wish to renew the NAR Chief Reviewer contract for a further three-year term. There is a six-month probation period.

For further information about the Chief Reviewer's position, please contact the Deputy Chair NARC, Dr Stephan Ljunggren, [Stefan.Ljunggren@regionostergotland.se](mailto:Stefan.Ljunggren@regionostergotland.se) .

**Remuneration** - £5,500 per annum.