

# Role Profile

**Role title:** Ethics Lead

**Reports to:** Head of Professional Standards

**Job purpose:** To act as the single point of accountability for BACP ethics workstreams which enable members to embed ethical and professional standards into practice, supervision, training and research. To support the Head of Professional Standards to implement BACP's Professional Standards tactical plan and BACP strategy in relation to ethical and professional practice across the counselling professions.

**Financial:** Oversight responsibility for budgets relating to the Ethics Service, the Ethical Framework review and the GPiA, GPaCP and supplementary ethics resource publications.

**Staff:** 3 x direct reports (i.e. Ethics Services Manager, Good Practice Lead/Editor and EF review lead) and 4 x indirect reports (Ethics Officers).

**Other:**

The application of the Ethical Framework within practice, supervision, research and training is mandatory for all members. This role acts as a single operational point of accountability for all PS workstreams that relate to ethics. The role also works with members, authors, the Ethics Service, senior managers and BACP colleagues to ensure that the Ethical Framework is kept up to date and that it is implemented through the work of the Ethics Service and the development of Good Practice resources.

**Member facing activities**

Responsibility for reporting to the Ethics and Good Practice Steering Committee and leading/attending member focus and working groups as appropriate.

**Interdepartmental collaboration**

- Responsible for chairing the Ethical Framework Implementation Group (EFIG) which ensures discussion and collaboration on the implementation of the ethical framework within BACP processes.
- Analysing membership data from the Ethics Service, EFIG and other BACP activities to inform future development work on the Ethical Framework and associated resources
- Collaboration with the membership team to support the development of member resources

# Role Profile

## Principal accountabilities:

1. To provide leadership for Ethics across BACP and be the single point of operational accountability for the Ethics Service, the review of the EF and the development and publication of GPiA, GPaCP and other member resources relating to ethics.
2. To support the Head of Professional Standards to deliver on the ethics elements of BACP's Strategy via the implementation of the Professional Standards tactical plan.
3. To be responsible for the implementation and dissemination of the BACP Ethical Framework and professional standards through internal and external stakeholders to raise standards of professional practice.
4. To provide leadership and line management for the Ethics Service Manager, the Good Practice Lead/Editor and the Ethical Framework (EF) Review Lead.
5. To work with the Ethics Service Manager to provide responses to complex ethical queries received via the Ethics Service and the Ethical Framework dedicated email address, support staff with complex ethical queries, support the development of the ethical decision-making column and articles in Therapy Today
6. To work with the EF Review Lead to ensure the EF review project remains on track and that any changes to the EF are appropriate for the current professional landscape
7. Along with the EF review lead, work with the Registrar and the Register team to ensure the revised Ethical Framework supports public protection processes and represent the issues arising from the EF review at the Public Protection Committee for discussion and scrutiny.
8. Support the EF Review Lead to consult with and communicate to members about any changes made to the Ethical Framework.
9. To work with the Good Practice Lead/Editor to ensure that all ethics resources are kept up to date and aligned with BACP's strategic aims, the ethical framework, policy and position statements and the public protection agenda of the BACP Register
10. To provide expertise and consultative support to BACP colleagues and senior managers on all matters relating to ethics
11. To chair the Ethical Framework Implementation Group to ensure the Ethical Framework is being applied appropriately across the business and that members are suitably supported with their ethical queries and concerns.
12. To consult and collaborate with internal and external stakeholders via focus groups, working groups, EF and Good Practice (EaGP) Steering Committee and the EF Implementation Group
13. To support the HoPS at internal and external stakeholder meetings and to contribute to the work of the PS department, in order to develop and inform practice, supervision and training standards across the profession.

## BACP Principal accountabilities

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- To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.
- Manage and lead direct reports using a performance management and development process that encourages employee contribution, and includes goal setting together with constructive feedback, such that employees feel valued.

## Context:

**Operating environment:** The Ethical Framework is the key fundamental practice standard for the 62,000+ BACP members and it is vital that it is embedded in all aspects of practice, supervision and training. It is the central pivot for all BACP activity, including, membership issues and complaints procedures. The EF is often seen as the benchmark for the counselling and psychotherapy professions beyond the remit of BACP.

**Framework & boundaries:** The Ethical Framework is mandatory for all members, and it is the standard to which members are held accountable within Professional Conduct Procedures and Professional Standards Authority. It is essential therefore that the Ethical Framework, the Ethics Service and all Good Practice and Ethical Framework resources are of the highest possible standard in accordance with the agreed quality assurance standards, UK legal frameworks - including safeguarding and data protection/GDPR. Priority for production of resources is risk assessed against the risk to members, to clients, supervisors, training providers/trainees, organisational members and BACP of not providing guidance.

Organisation: see org chart

## Relationships:

**Direct reports:** weekly meetings, regular team meetings, monthly 121s, support and guidance on a regular basis

**Manager:** Monthly 121s, fortnightly PS management team meetings, regular HoPS direct report meetings, monthly whole PS team meetings and ad hoc email, Teams and phone contact as required.

### Other contacts:

Regular meetings with the PS Operations Manager

EaGP Steering Committee (8 members plus staff) meets quarterly

EaGP Working Groups (3 Groups currently: 8 members plus staff)

EaGP Peer Review Groups: (16 specialist groups: 115 members)

### Internal Liaison

Chairing the Ethical Framework Implementation Group - meets monthly (15 interdepartmental staff members)

# Role Profile

Working with the Ethics Service Manager to support the work of the Ethics Service team to ensure coherent strategies and responses in respect of ethical dilemmas

Cross-departmental working with Events team to support the development of E-Learning and other resources.

## Knowledge & experience:

- Educated to MSc/MA level in counselling/psychotherapy (or related profession), with knowledge of a range of counselling modalities.
  - Experienced accredited practitioner , with a minimum of 5 years post-qualifying experience

Experienced clinical supervisor, researcher, trainer and writer/editor

- Experience of leading a diverse team, managing performance and employee engagement
- Expertise in applying ethics to practice
- Ability to manage complex project work and meet deadlines
- Experience in setting and managing budgets
- Excellent inter-personal skills and the ability to communicate at all levels
- Good editorial skills
- Effective verbal and written communication, adapting to audience
- Ability to work within a team and on own initiative, organising and prioritising workloads
- Good level of computer literacy skills across different systems, MS Office and ability to learn and adapt to IT systems

## Job challenge:

Applying theoretical ethics to complex practice

Managing the needs and expectations of multiple stake holders including direct reports, members, authors, senior managers and BACP colleagues

Managing multiple streams of work effectively