

# Role Profile

**Role title:** Good Practice Lead

**Reports to:** Ethics Lead

**Job purpose:** To lead on the development of BACP Good Practice resources to enable members to embed the BACP Ethical Framework and professional standards into practice and supervision.

**Financial:** Responsibility for agreeing priority GPiA and GPaCP resources, setting the GPiA budget, and managing expenditure in respect of supplementary resources to the BACP Ethical Framework and Good Practice publications.

**Staff:**

**Other:**

The application of the Ethical Framework within practice, supervision, research and training is mandatory for all members. This role works with members, authors, the Ethics Service, senior managers and BACP colleagues to ensure implementation of the Ethical Framework through the development of Good Practice resources.

**Publications**

Responsibility for prioritising, commissioning, editing and publication of the Good Practice resources to support implementation of ethical and professional practice standards across BACP membership. Currently 126 resources either published or in process.

**Member facing activities**

Responsibility for the quality assurance of resources via focus groups, working groups and the Ethics and Good Practice Steering Committee which monitors, reviews and signs off publications.

**Authors and reviewers**

Responsible for recruiting and supporting authors to write resources and commissioning legal experts and specialist reviewers (3 solicitors) to provide legal checks across the four countries of the UK.

**Interdepartmental collaboration**

- Attendance at, and ad-hoc chairing of the Ethical Framework Implementation Group which ensures discussion and collaboration on the implementation of ethical framework within BACP processes.
- Close collaboration with membership team to support member resources

# Role Profile

## Principal accountabilities:

1. To develop, commission, edit, and prepare for publication Good Practice resources (including web and video resources) to enable members to embed professional and ethical standards in practice, supervision and training, to educate, equip and enable members to practice to the highest ethical standards with reference to current evidence and legislation.
2. To identify and recommend suitable authors and subject area experts for potential commissioning to write GP and EF resources on relevant topics.
3. To produce guidelines, quality assurance criteria and working briefs for commissioned authors on indicative content and to be responsible for monitoring in terms of deliverables.
4. To review and edit drafts/finalised resources for content, evidence base, consistency in approach, writing style and quality and to establish a peer review process for quality assurance
5. To work closely with the Publishing Copy-editor/ Proof-reader to support the design, proof reading and final publication processes for Good Practice resources ensuring they are published in a timely manner
6. To continuously review the resources to maintain standards and to measure impact
7. To work with the Ethics Service Manager and Ethics Consultant to support the development of the ethical decision-making column and articles in Therapy Today
8. 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 to align good practice resources with BACP's strategic aims, ethical framework, policy and position statements and the public protection agenda of the BACP Register
9. To incorporate the revised Ethical Framework into the Good Practice resources to ensure alignment

## BACP Principal accountabilities

- To be a BACP ambassador by upholding and demonstrating our values at every opportunity, through verbal, written and face to face communication.

## Context:

**Operating environment:** The Ethical Framework is the key fundamental practice standard for the 60,000+ 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.

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**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 all Good Practice 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:

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

### Other contacts:

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)

### Authors

Author Bank (28 authors of wide-ranging expertise, contracted to write specific resources)

### External Professional support

Solicitor England N.I and Wales (Reviewing and checking legal resources)  
Solicitor Scotland (Reviewing and checking legal resources)

External design agency

Translators (for accessible resources- contracted as needed)

### Internal Liaison

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

Cross-departmental working with Events team to produce 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, supervisor, trainer, writer/editor

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- Experienced researcher
- Ability to apply ethics to practice
- Ability to manage complex project work and meet deadlines
- Expertise in publication process
- 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
- 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 members, authors, senior managers and BACP colleagues

Managing multiple streams of work effectively