**Role title: Ethics and Good Practice Manager** C2

##### Reports to: Head of Professional Standards

##### Job purpose: To review the BACP Ethical Framework and enable members to embed the framework and professional standards within practice and supervision

**Financial:** Responsibility for agreeing priority GPiA and GPaCP resources, setting budgets, and managing expenditure in respect of the Ethical Framework development and maintenance (plus supplementary resources), Good Practice publications, Counselling MindEd module reviews and Ethical Framework review consultants.

**Staff:** 3 direct reports (Ethics Services Manager, Publishing copy-editor/proof-reader and Professional Standards Officer), 3 indirect reports (Ethics Officers) plus contracted ethics consultants

**Other:** Application of the Ethical Framework within practice, supervision, research and training is mandatory for all members. Works with members, authors, senior managers and BACP colleagues

**Publications**

Responsibility for prioritising, commissioning, editing and publication of the Ethical Framework, Good Practice and EF resources to support implementation of ethical practice standards across BACP membership. Currently 89 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 Group which monitors, review and sign 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.

**Professional Support**

Responsible for finding, supporting and contracting ethics consultants to review and update the EF.

**Interdepartmental collaboration**

* Responsible for chairing the Ethical Framework Implementation Group which ensures discussion and collaboration on the implementation of ethical framework within BACP processes.
* Collating membership data on the application of the EF and issues arising to inform the review of the EF
* Close collaboration with membership team to support member resources

##### Principal accountabilities:

1. To consult and collaborate with experts to review, monitor and maintain the Ethical Framework for the counselling professions; and publish the EFfCP in a number of accessible formats
2. To provide line management for the Professional Standards support officer, the Publishing copy-editor/Proof-reader and the Ethics Services Manager
3. To develop, commission, edit, and prepare for publication resources (including web and video resources) supporting the Ethical Framework for the Counselling professions enabling members to make ethical decisions in respect of practice, supervision and training. Support the development of an ongoing review process for the Ethical Framework and supplementary resources
4. To develop, commission, edit and prepare for publication Good Practice resources to enable members to embed professional and ethical standards in practice, supervision and training, identifying what is core guidance, to educate, equip and enable members to practice to the highest ethical standards and with reference to current evidence, and legislation, incorporating a process to continuously review the resources to maintain standards and to measure impact
5. To provide responses to complex ethical queries received via EF dedicated email address, support staff with complex ethical queries, support ethical decision-making column and articles in Therapy Today
6. To identify and recommend suitable authors and subject area experts for potential commissioning to write GP and EF resources on relevant topics. 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. 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
7. 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
8. To provide line management for Professional Standards support officer and to support the design, proof reading and final publication processes for Good Practice and Ethical Framework resources ensuring they are published in a timely manner
9. To support and manage a review process for Counselling MindEd resources ensuring updated resources are published online in a timely manner for the reviews.

**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.
* Manage and lead employees 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 EF is the key fundamental practice standard for the 50,000+ 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 EF 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 EF, and all Good Practice and EF resources are of the highest possible standard in accordance with the agreed quality assurance standards, UK legal frameworks - including safeguarding and data protection (including the forthcoming 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, monthly whole PS team meetings and ad hoc email, Teams/Skype and phone contact as required.

**Other contacts:**

EaGP Steering Committee (8 members +staff) meets quarterly

EaGP Working Groups (3 Groups currently: 15 members plus staff)

 meeting bi-monthly

EaGP Focus Groups: (18 specialist groups: 120 members) (Email group: 800 members – quarterly newsletter)

**Authors**

Author Bank 26 General Authors (contracted to write specific resources)

Specialist Authors 3 (contracted when required)

**External Reviewers**

2 Specialist Reviewers (Contracted where required)

**Eternal Professional support**

Ethics Consultant – contracted 3 days monthly

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

Solicitor Scotland (Reviewing and checking legal resources)

4 Sub-editors, proof-readers,

Translators (for accessible resources- contracted as needed)

**Internal Liaison**

EF Implementation Group – meets monthly (12 interdepartmental staff members)

EF Cross departmental communication and marketing (4 interdepartmental staff members)

Cross departmental working with Ethics Help-Desk team to ensure coherent strategies and responses in respect of ethical dilemmas

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
* Experienced researcher
* Experience of leading a diverse team, managing performance and employee engagement
* Ability to apply ethics to practice
* Ability to manage complex project work and meet deadlines
* Expertise in publication process
* 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