

Job Description and Person Specification

Enabling Environments Assessor

Job Description

The Enabling Environments (EE) Assessor is a representative of the Royal College of Psychiatrists' Centre for Quality Improvement (CCQI). Their role is to provide assessment for applicants of the EE Award within the guidelines of the CCQI. The Assessor will assess services according to the assessment criteria laid down within the EE programme in order to make a recommendation for the Award status of the service applying.

The role of the Assessor:

- To conduct one-day in-service EE assessments according to the training and guidance provided.
- To follow the Enabling Environment Assessor Guidance when carrying out assessments and making assessment decisions.
- To deliver high quality written reports to the project team within two weeks of the assessment.
- To participate in quality assurance and moderation activities, including providing comment on reports from assessment visits they have attended and giving feedback to the Enabling Environments project team.
- To adhere to the Royal College of Psychiatrists' code of conduct and maintain professional standards at all times
- To lead a small assessment team, ensuring the assessment is conducted thoroughly, effectively and supportively.
- To maintain good communication with the EE project team

Requirements of undertaking the Assessor role

- Complete the application and selection process for the role
- Attend initial Assessor training and update training as required
- Undertake at least two assessments every 12 months
- Make good use of the Assessor Support Calls on offer to ensure up to date knowledge and training (a minimum of one per year)

Requirements of undertaking the Lead Assessor role

As above, PLUS:

- Complete the probationary period by undertaking three assessments
- Have taken partial or full responsibility for report writing on at least one assessment
- Have undertaken Lead Assessor training

Person Specification

Essential	Measured
Experience of Enabling Environments/positive psycho-social environments AND/OR Experience in using evidence assessment processes e.g. NVQ assessments.	Application/Interview
Able to demonstrate an ability to assess information and/or evidence in a consistent manner and provide constructive oral and written feedback.	Interview/Training
Ability to analyse information and data and to use this to inform a strategy for the assessment.	Interview/Training
Report writing experience.	Interview
Able to process information quickly and work to tight deadlines.	Interview/Training
Ability to lead a small assessment team through an on-site assessment day visit.	Interview/Visit
High standard of written and spoken English.	Application/Interview
Well presented with a confident and professional manner.	Interview/Visit
Well-organised with excellent communication.	Interview/Visit
Access to email and word-processing for report writing	Interview
Willingness to travel	Interview
Desirable	
Member of an organisation holding an Enabling Environments Award.	Application
Experience in quality improvement and/or service development work.	Interview
Knowledge of the Enabling Environments Award standards and process	Interview
Experience of management and/or supervision of staff.	Application
Experience of achieving, delivering or supervising NVQs or other qualifications requiring portfolio processes.	Application