

ABTC[®]

ANIMAL BEHAVIOUR
& TRAINING COUNCIL

JOB DESCRIPTION

Practitioner Assessment Committee Chair



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Position: Chair, Practitioner Assessment Committee (PAC)

Organisation: Animal Behaviour and Training Council (ABTC)

Location: Remote

Reports To: ABTC Board of Trustees

Contract Type: Part-time, self-employed

Role Purpose:

The Chair of the Practitioner Assessment Committee (PAC) plays a critical role in overseeing the assessment of applications from organisations seeking approval to assess practitioners for ABTC roles. This includes ensuring adherence to the ABTC's Practical Skills role standards, developing and refining assessment processes, and monitoring quality assurance and consistency among Assessor Organisations.



KEY RESPONSIBILITIES

1. Leadership and Oversight:

- Oversee and manage the assessment of submissions from organisations applying to assess practitioners.
- Actively participate in the review and evaluation of applications to ensure compliance with ABTC standards.
- Lead the Practitioner Assessment Committee in achieving its objectives efficiently and effectively.

1. Development and Training:

- Guide the development and refinement of assessment processes to maintain high standards.
- Design and oversee training programmes for PAC Assessors to ensure they are equipped to evaluate applications consistently and fairly.

1. Quality Assurance:

- Monitor quality assurance and standardisation processes across Assessor Organisations.
- Develop mechanisms to ensure consistency in assessments and adherence to ABTC's Practical Skills role standards.



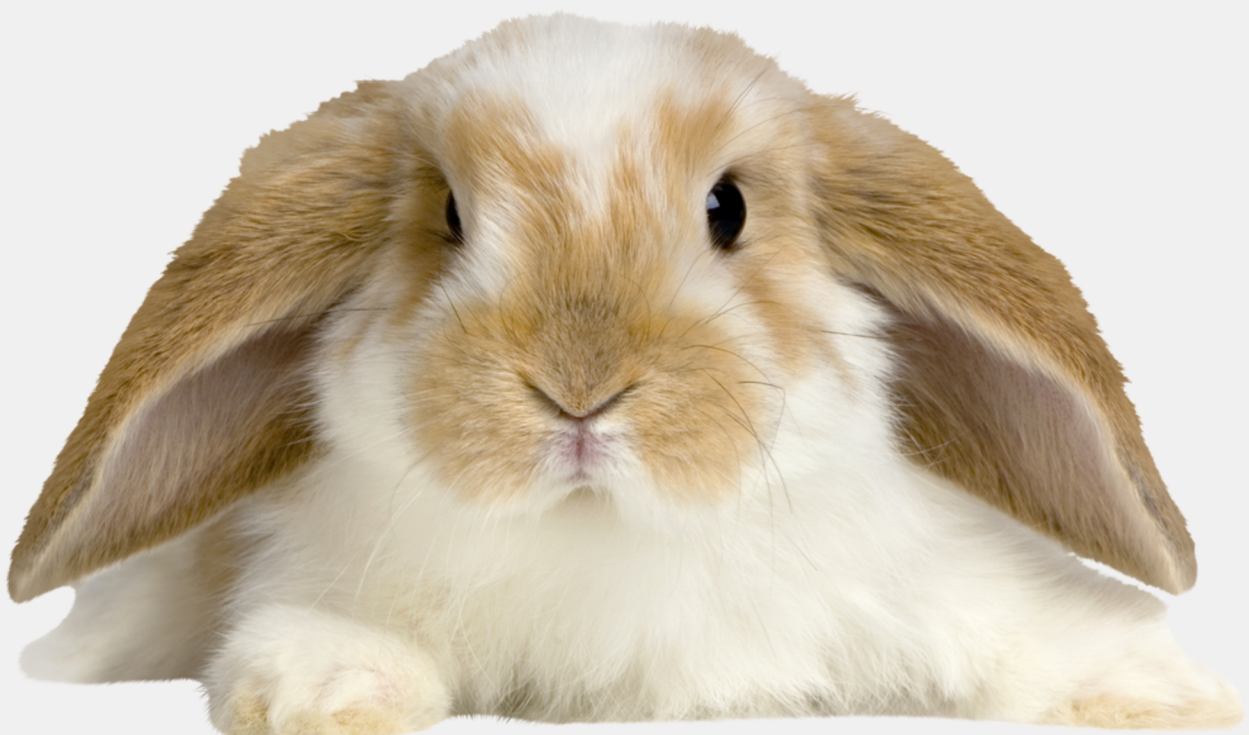
KEY RESPONSIBILITIES

4. Stakeholder Engagement:

- Serve as a key point of contact for communication between the PAC and the ABTC Board.
- Collaborate with PAC members, Assessor Organisations, and other stakeholders to uphold ABTC's mission and values.

5. Committee Administration:

- Chair PAC meetings, ensuring a structured agenda and productive outcomes.
- Provide regular updates and reports to the ABTC Board on PAC activities and progress.
- Ensure accurate records of assessments and decisions are maintained.



PERSON SPECIFICATION

Essential:

- Qualification and proven experience in assessment, quality assurance, or similar evaluative roles.
- Comprehensive understanding of the ABTC Practical Skills role standards.
- Strong leadership and organisational skills.
- Excellent communication and interpersonal skills.
- A commitment to upholding high professional and ethical standards.
- Ability to work collaboratively with a diverse group of stakeholders.

Desirable:

- Previous experience in chairing committees or similar leadership roles.
- Background in animal behaviour, training, or related fields.
- Familiarity with the work and objectives of the ABTC.

