

**Role title:** Course Accreditation Committee Member

**Reports to:** Course Accreditation Committee Chair

**Term:** Three years with possibility of reappointment

#### Role Summary

Exercise & Sports Science Australia (ESSA) is the peak professional organisation, which is committed to establishing, promoting, and defending the career paths of tertiary trained exercise and sports science practitioners.

The Course Accreditation Committee (CAC) is responsible for providing oversight and leadership of course accreditation activities and implementation of the Course Accreditation Framework.

The CAC also provides advice to management and course reviewers regarding the implementation, monitoring and reviewing of course accreditation.

#### Selection Process

The appointment of new members is recommended by the CAC and approved by the AC. Appointments will be made based on the applicant's ability to fulfill the selection criteria and to contribute to the skills mix of the CAC.

Members will be recruited via the following process:

1. Open call for EOIs using position description. Applications to include CV and brief cover letter.
2. EOIs received by Regulation Services Unit.
3. Shortlisting by panel. Panel comprising of: CAC Chair, Course Accreditation Program Manager, and an AC Member.
  - a. The panel may interview shortlisted applicants if required.
4. Recommendation for appointment made to the AC.
5. AC approves the appointment.

#### Required skills and experience

##### Technical Requirements:

- Academic members must:
  - Be a current academic or full member in good standing with ESSA.
  - Have a comprehensive understanding of curriculum and assessment design.
  - Have experience in course reviewing (minimum 2 years for academic position, minimum 5 years for senior academic position)
  - Have an academic background in the field of exercise and sports science.
  - Demonstrate the capacity to represent the field of exercise and sports science in a professional manner.
- Practitioner members must:
  - Currently hold one or more ESSA accreditations and be in good standing with ESSA.
  - Demonstrate expertise in course reviewing across exercise and sports science professions (minimum 2 years for practitioner position, minimum 5 years for senior practitioner position)

##### Key Skills:

- Understanding of the role and context of self-regulating professions.
- Expertise in the accreditation of tertiary-level education programs.

- Knowledge and understanding of educational design, including curriculum development and/or assessment methodology, preferable in a tertiary setting.
- Ability to apply the principles of best practice governance and decision-making.
- Expertise in the development, implementation and evaluation of policy and process.
- Understanding of the principles and application of risk management and quality assurance processes.

**Personal:**

- Belief in the mission of the organisation.
- Demonstrated ability to act responsibly, act ethically, displace appropriate independence and put the organisation's interests first.
- Demonstrated ability to collaborate as a team member.

## Responsibilities and time commitments of the Committee

As a collective, the Course Accreditation Committee will:

- 1. Provide strategic advice to the AC on current and future issues relating to course accreditation.
- 2. Ensure all governance directives from the AC are implemented in a timely manner.
- 3. Implement policies and procedures in relation to ESSA governance and course accreditation.
- 4. Provide oversight to course accreditation processes to:
  - ❖ a. Implement ESSA's course accreditation system in a consistent and effective manner.
  - ❖ b. Support management in the development and review of procedures relating to course accreditation.
  - ❖ c. Ensure quality assurance practices are in place for the purpose of reviewing applications for course accreditation.
- 5. Ensure the AC is appropriately informed regarding course accreditation risks and issues.
- 6. Recommend to the AC the appointment of course accreditation reviewers.
- 7. Together with the AC and the Board, contribute to a culture of collegiality with the higher education providers and the Council of Heads of Exercise, Sport, and Movement Sciences (CHESMS)
- Conduct all ESSA work in accordance with ESSA Values and the Code of Conduct for ESSA Workers.

## Time commitment of key responsibilities to ESSA

### Committee meetings

- Attendance at six (6) 2-hour meetings via videoconferences.
- Attendance at one annual face-to-face meeting (**1 day + travel**)
- Meeting preparation and follow-up (**2-3 hours per meeting**)

### Out of session work

1. Intermittent committee items (e.g. discussions, time critical out-of-session votes, and additional meetings) (**2-3 hours per year, variable depending on workload**)
2. Reviews, consultation and referred items from the AC (**1-5 hours per month, variable depending on workload**)

### Other

- Engage in an annual performance review as conducted by the Committee Chair in conjunction with the AC.

*These estimates are for committee work only and do not cover the additional time commitments for course review processes.*

### Key stakeholders

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| <ul style="list-style-type: none"> <li>• Universities</li> <li>• ESSA Accredited Professionals</li> <li>• ESSA Members</li> <li>• Accreditation Council</li> <li>• ESSA Board of Directors</li> </ul> | <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Regulation Services Manager</li> <li>• Council Executive Officer</li> <li>• Course Accreditation Program Manager</li> <li>• Course Accreditation Advisor</li> </ul> |
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## Our Values

Quality	Responsibility	Leadership	Passion	Customer Service
Work hard to achieve my objectives.	Hold myself accountable to our professionals.	Be transparent about my decisions.	Uphold the mission, vision, and values of the organisation.	Respond quickly to customer needs.
Undertake my job to the best of my ability.	Communicate with respect, and be approachable, professional, and polite.	Build trust and respect.	Choose to have a positive outlook.	Actively seek and act upon feedback.
Look to achieve greatness.	Seek and take opportunities to develop and learn in my role.	Act as an ambassador for our organisation.		Be honest.
Evaluate work to ensure continual improvement.				Listen effectively.
				Service all our professions.