

Role Profile

Role title: Ethics Officer (Practitioner Based)

Reports to: Ethics Services Manager

Job purpose: To support members to practice ethically in accordance with the BACP Ethical Framework for the Counselling Professions.

- 1. Principal accountabilities:**
2. Offer informed and objective perspectives, within clearly defined boundaries in response to ethical queries presented by members in order to support their ability to practice ethically.
3. Liaise with the Ethics Consultant to provide mutual support and development as a team.
4. Identify and assist with the implementation of online procedures utilising the CMS and CRM to improve the submission, tracking and response to member's ethical queries
5. Assist in the development of member resources based on the Ethical Framework for Counselling Professions (EFfCP) and Good Practice in Action (GpiA) documents to ensure members have access to high quality, timely and relevant information.
6. Contribute to the systematic review of online resources to ensure they are accurate, accessible and up to date.
7. Promote the use of Ethics Services and associated ethical resources to the membership in order to increase awareness and maximise the number of members benefiting from the available services.
8. Assist with the GPiA resource review process, to include managing the focus group database, supporting the volunteers in providing feedback and related administration.
9. Partake in regular GPiA training as arranged by the Ethics Services Manager in order to keep up-to-date with resources and how best to offer guidance based on their content.
10. To support the Ethics Manger in their role and provide guidance to the team.

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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: Requires and understanding of the counselling profession and the practical application of the EFfCP.

Framework & boundaries: Organisational policies and procedures. EFfCP and related GPiA guidance. Ethics Service standards. Confidentiality and Data Protection policies.

Organisation: see org chart

Relationships:

Manager: Ethics Services manager. Monthly 121s and regular team meetings

Other contacts: Daily with BACP membership. Working closely with the Ethics Officers and Consultant, weekly team meetings. Clinical supervision. Liaising with relevant GPiA focus groups, associated staff members and external consultants.

Knowledge & experience:

- At least five years or more working within an ethical framework that promotes the service for both internal colleagues and external agencies and members.
- A qualified practitioner having a level five or above qualification and at least two or more years of clinical practice working within an ethical framework that supports the standards and professional practice of practitioners.
- An excellent knowledge of clinical supervision and at least five years' experience in this field. Preferable clinical supervision qualification.
- To be or working towards BACP accreditation.
- The ability to deconstruct complex questions using objective listening skills and offering appropriate options and information in response.

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- An excellent knowledge of the BACP EFfCP with the ability to offer a perspective on how the EFfCP may be applied in a practical way.
- Excellent inter-personal skills with an ability to communicate at all levels.
- A good team player with excellent organisational skills, demonstrating an ability to work on own initiative, to organise and prioritise own workload, adhering to agreed deadlines.
- Previous experience of using Word, Excel, Outlook, with accurate data inputting and database skills.
- Committed to high quality membership guidance and support.
- A solid understanding of the role of counselling and psychotherapy or being able to demonstrate an in-depth knowledge of the ethical standards and framework.
- To reflect those as stated in the EFfCP where possible and appropriate:
- Care, diligence, courage, empathy, identity, humility, integrity, resilience, respect, sincerity and wisdom.

Job challenge:

In addition to responding to member's ethical queries, the Ethics Service and all its staff will also aim to increase member's awareness of the EFfCP and GPiA guidance and encourage proactive engagement with the resources.