

Director of Accreditation & Regulatory Services

Location: Austin, TX

Salary Range: Commensurate with experience.

Benefits: Includes Medical, Dental, Vision, 401K, paid vacation and holidays

Employment Type: Full Time

At 360training we are committed to upholding the following core values:

Execution | Passion | Integrity | Accountability | Innovation | Speed

Job Description-The Director of Accreditation & Regulatory Services is responsible for actively managing all aspects of the accreditation process, including approvals, renewals, reporting of existing courses and identifying new market opportunities. The central focus of this role is to manage staff of people to ensure that all courses meet mandated regulatory requirements in a timely manner by interfacing with state government agencies and regulators to understand and drive the requirements gathering process as well as prioritize and translate those requirements into the product specifications. The goal at all times should be to secure regulatory approval for the least restrictive, most customer friendly version of all compliance, continuing education and certification courses.

Specific Duties & Responsibilities Include:

- Research, Persuasion and Approvals
 - Ability to research rules regulations at the municipal, state, regional, federal levels, link the rules and regulations to opportunities and persuade regulators to approve courses products/courses for online and offline consumption to meet their education and assessment requirements
 - Ability to develop and implement creative ideas and new market opportunities and securing strategic regulatory break throughs
 - Responsible for supervision, planning, review and oversight of contractual disputes related to course accreditation process or violations thereof.
 - Develop and maintain high-functioning working relationships with internal support groups such as Product Managers, ID/PM, sales staff, and marketing.
- Course Assessment, Accreditation & Reporting
 - Drive course accreditation and reporting process
 - Managing on and offshore teams to provide a high level of service in each area
 - Interface with Regulators and Agencies to secure renewals, drive new opportunities and share best practices – all the while persuading regulators to approve courses with customer friendly content and policies.
 - Supervise responses to regulatory requests, internal reporting, ROI analysis, planning, and supervising the accreditation process.
- Business Processes & Project Management
 - Implement project management principles, practices, techniques, and tools to accurately project ETA and ensure delivery on ETA's
 - Project sequence and workflow mapping
 - Implement processes that allows stakeholders to easily understand accreditation timeline and dependencies
 - Troubleshoot and resolve problems: coordinate /facilitate requested client fixes/edits/changes to courses to ensure regulations are adhered
 - Develop cost metrics and KPI's
 - Report monthly departmental metrics including the number of courses renewed each month,

number of new markets opened, deadlines, and, variances.

- Leadership and Management
 - Manage a staff of 10-14 onshore and offshore resources
 - Set quarterly performance goals and measure them on weekly, monthly and quarterly basis.
 - Provide timely feedback
 - Recruit, mentor, develop, motivate, and retain high quality Accreditation staff.

Knowledge, Skills & Abilities

- Have a clear understanding of the regulatory requirements and approval process as well as strong persuasive skills to shift regulator thinking
- Outstanding communication skills – written, spoken and presentation skills
- Extreme attention to detail
- Ability to thrive in a fast, dynamically changing work environment
- Ability to work effectively with virtual teams and internally fragmented work groups
- Precise and accurate documentation for high volume of course renewal activities
- Ability to Negotiate with state and federal regulatory agencies

If you think you have what it takes to be successful at 360training and you are ready to stand up to the challenge apply today by visiting www.360training.com.

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