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**Job Description**

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| **Job Title:**  | **Associate Director – Association for Clinical Audit and Registries (ACAR)** |
| **Reporting to:** | CEO |
| **Salary and scale:** | circa £80,000.00 per annum |
| **HQIP Band**  | B1 |
| **Contract type:** | 12 months fixed term, secondment welcomed Homeworking - HQIP is a homeworking organisation with excellent IT support. Travel into central London is required on an occasional basis for scheduled corporate activity |
| **Hours:**  | Full time 37.5 hours per week  |
| **Annual leave**  | 30 days plus public holidays |
| **Pension**  | Company’s Group Personal Pension schemeAt time of recruitment employers’ contribution is 6% |

**About us**

National clinical audits and clinical outcome review programmes play a vital role in improving patient outcomes, supporting clinicians, and strengthening the NHS by delivering robust, data-driven insights that drive quality improvement. As the organisation responsible for commissioning and managing the National Clinical Audit and Patient Outcomes Programme (NCAPOP) on behalf of NHS England, Welsh Government and Devolved nations, HQIP ensures that healthcare quality and outcomes are measured against explicit standards, providing actionable insights that enhance care at both national policy and local patient levels.

Led by the Academy of Medical Royal Colleges and the Royal College of Nursing, HQIP enables those who commission, deliver, and receive healthcare to harness clinical data to drive meaningful, lasting improvements in patient safety and care quality across the UK. We do this through engaging, influencing and advising organisations at national level including CQC, DHSC, UKHSA, HDR UK, HRA and many others, as well as through considering the needs of other audiences such as patients, healthcare provider organisations and clinical teams.

The NCAPOP comprises around 40 distinct programmes covering medical and surgical topics for children and adults. HQIP collaborates with patients and expert professional groups to scope each audit topic, before contracting expert delivery teams in universities, royal colleges and other organisations, to deliver each programme under HQIP’s oversight. HQIP adds additional value through enabling wide use of programme results through sharing data and expertise, as well as supporting continued improvements in the utility of the programme outputs to stimulate healthcare improvement.

To ensure our work delivers maximum benefits for patients and for healthcare systems, we:

* promote engagement in clinical audit and quality improvement initiatives by healthcare professionals of all disciplines and specialties;
* create national and local partnerships between clinicians and patients/service users to optimise the impact of clinical audit;
* support local audit staff and create seamless links between national and local audit;
* foster active dissemination and implementation of audit results;
* ensure that evidence about participation in audit, and the results of audit, are used for secondary purposes, including regulation, policy development and secondary research;
* encourage audit in areas of low activity and links with audits outside of the NCAPOP framework;

Further information can be found at <http://www.hqip.org.uk/>

**Purpose of the position**

This is a career-defining opportunity to shape and lead a new national organisation that will unite and empower the audit, registry, and outcomes community. The Association for Clinical Audit and Registries (ACAR) is being created as an independent, member-led organisation dedicated to improving the quality and safety of healthcare through better use of data, outcomes, and insight.

As Associate Director, you will not merely launch a new entity, you will build a lasting professional movement. Your task will be to engage and galvanise the people and organisations that deliver and use clinical audit and outcomes data across the UK, creating a shared platform for collaboration, influence, and improvement.

This role will appeal to a strategic, well-networked leader who understands the transformational power of collective intelligence, and who is trusted by the communities that underpin national audit, registries, and outcomes programmes.

**The Role**

This is a pivotal leadership role with national reach. The Associate Director will lead the scoping, development, and early implementation of ACAR. You will be responsible for turning a strong concept, already welcomed in early conversations with NHS England, Royal Colleges, and national audits programmes, into a credible, trusted organisation with real traction and momentum.

Your success will depend on your ability to bring the community with you. This is a role for someone who can build belief, secure buy-in, and design the infrastructure that supports sustained contribution and shared ownership. You will shape ACAR’s purpose, its voice, and its future, while keeping its foundation grounded in the needs and aspirations of the people who deliver improvement work every day.

**Why ACAR Matters – and Why the Community Should Shape It**

* A single platform to influence national policy, standards, and strategy in audit and outcomes
* A collective voice on behalf of audit and registry professionals
* Shared resources, peer learning, and digital tools to reduce duplication and raise quality
* A home for professional recognition, CPD, and career development
* A trusted, independent intermediary between local practice and national system leadership

ACAR is being established not for the community, but by the community. This role is central to that vision.

**Key Responsibilities and duties**

**1. Vision, Strategy and Scoping**

* Refine ACAR’s mission, vision, and objectives in collaboration with audit and registry stakeholders
* Develop a clear, phased development plan including membership models, value proposition, and governance
* Identify market opportunities, strategic partnerships, and early deliverables
* Design a sustainable operating model and roadmap for long-term growth

**2. Community Engagement and Movement Building**

* Serve as the lead ambassador for ACAR, engaging stakeholders across NHS England, Trusts, ICBs, Royal Colleges, audit providers, registries, and academic and professional communities
* Build trust and enthusiasm through direct engagement, collaborative forums, and co-design activity
* Produce compelling communications to inspire participation, including presentations, position papers, and media
* Create and implement a visible engagement plan to recruit founding members and early contributors

**3. Governance and Membership Design**

* Lead the development of an inclusive, transparent governance model
* Define membership categories, benefits, and mechanisms for professional and organisational engagement
* Pilot a founding membership base with targeted outreach to key national audits, registries, and local teams
* Ensure diversity of voice and broad geographical, professional, and sectoral representation

**4. Operational Planning and Digital Infrastructure**

* Plan and initiate core operational functions including staffing, financial planning, and internal systems
* Collaborate with HQIP and technical partners to develop a centralised digital platform for resources, training, collaboration, and networking
* Scope accreditation schemes and quality frameworks aligned with NHS Quality Accounts and broader assurance needs

**5. Early Delivery and Impact Tracking**

* Deliver early-stage pilots or products, such as CPD-accredited training offers, shared learning events, and prototype digital tools
* Establish evaluation frameworks and feedback loops to ensure responsiveness and continuous improvement
* Position ACAR as a credible and agile partner to the system and an advocate for its members

**What Kind of Leader Are We Looking For?**

We are seeking someone who is:

* A natural coalition-builder with presence and credibility across the sector
* An excellent communicator, comfortable leading from the front
* Strategic, but unafraid to get into the detail and deliver
* Trusted by clinical leaders, analysts, and policy teams alike
* Genuinely passionate about audit, data, and improvement
* Ready to lead a community, not just a programme

**Person Specification**

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|  | **Essential** | **Assessed through****A – application form** **I – Interview** |
| **Qualifications**  | * A degree or equivalent experience in a relevant field such as healthcare, policy, data, improvement, or organisational development
* A postgraduate qualification (e.g. MSc, MPH, MBA, or similar) is welcomed but not essential
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| **Experience**  | We welcome applications from candidates who can demonstrate:* Senior experience in leading or delivering change within healthcare, public services, or data-led improvement
* A track record of working collaboratively with a wide range of stakeholders, particularly in national or cross-organisational contexts
* Experience of programme or service design, start-up delivery, or community building
* Familiarity with clinical audit, healthcare registries, health data, or quality improvement work, either directly or through aligned sectors
* Experience of working with or alongside NHS organisations, Royal Colleges, regulators, academic bodies, or professional associations is desirable but not essential
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| **Skills and Attributes**  | * Strategic thinking, with the ability to design, plan, and deliver structured programmes of work
* Excellent communication and relationship-building skills, with the confidence to engage both senior leaders and frontline teams
* Ability to navigate ambiguity, connect ideas, and build consensus
* Commitment to inclusion, collaboration, and shared leadership
* A strong sense of purpose and belief in the power of data, insight, and collective voice to drive improvement
* Understanding of NHS England’s digital transformation goals, including interoperability and outcomes-based improvement, is an advantage
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| **Key Relations**  | * **Internal:** CEO of HQIP, HQIP senior team, and the emerging ACAR Governance Board
* **External:** NHS England, Department of Health and Social Care, NHS Trusts and ICBs, Royal Colleges, audit and registry professionals, independent and third sector providers, academic partners, and data and technology providers
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