

## Job description

<b>Function/Role:</b>	Ethics Advisor
<b>Committee:</b>	Independent role Accountable to Executive Committee (EC)
<b>Terms:</b>	3 years
Elect/Shadow period:	1 year
Max. years of extension:	3 years
<b>Tasks and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Advisor to undertake Ethics work on behalf of EATA.</li> <li>• To regularly contribute to the development of ethical awareness within EATA</li> <li>• Usual rules of confidentiality apply to all duties of Ethics Advisor.</li> <li>• Ethics Advisor to maintain records of all contact but records remain with Advisor - to be handed to successor when required but not made available to other parties</li> <li>• Annual report and presentation made to EATA Council which includes tasks completed over the year and targets for next year</li> <li>• Ethics Advisor, or their representative, to attend EATA Council meetings to both report on tasks undertaken and be resource to Council as it conducts its business</li> <li>• To attend General Assembly Meeting</li> <li>• Ethics Advisor, or their representative, to be available on ad hoc basis to EATA officers for ethics and professional practices advice</li> <li>• All communications made to EATA on or about Ethics and Professional Practices matters to be responded to within 3 working days of receipt of the communication by the Advisor</li> <li>• The Ethics Advisor, and representatives, work within and to the EATA Ethical Guidelines and codes of practice</li> <li>• Ethics Advisor is accountable to EATA Executive.</li> </ul>
<b>Competencies:</b>	Leadership – Dialogical – Authoritative – Reflective – Fluent in English
<b>TA competencies and requirements:</b>	<ul style="list-style-type: none"> <li>• Advanced experience with training and examination process at both CTA and TSTA level</li> </ul>

	<ul style="list-style-type: none"> <li>• Leadership experience within ethics processes in an affiliated organization</li> <li>• Established professional presence in our community</li> </ul>
<b>Special requirements:</b>	<ul style="list-style-type: none"> <li>• To maintain a position both within and outside of the EATA system.</li> <li>• Needs to establish own supervisory process, i.e. consultative group</li> </ul>
<b>Other:</b>	

Reviewed

Ethics Advisor Robin Hobbes	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 26/05/2020	Date: 23/05/2020	Date: 29/03/2020