



Job description

Audiology officer – part time (2 days per week)

Reports to:	Clinical Advice and Guidance Committee (CAGC) Chair and NCHA line manager.
Internal relationships:	CAGC Colleagues Members
External relationships:	Hearing care sector professionals and organisations Health regulators and policy-making bodies

Job purpose

The Audiology Officer will support the work of a Clinical Advice and Guidance Committee (CAGC) by providing administrative, operational, and subject-matter assistance. This includes helping to develop and maintain sector-specific clinical guidance, supporting the committee's work programme, preparing meeting documentation and minutes, coordinating stakeholder engagement, and ensuring the smooth functioning of committee activities. The role plays a key part in promoting evidence-based, consistent audiology practice across the UK.

Key responsibilities

- Support the development, review, and publication of guidance for primary care audiology.
- Coordinate and facilitate committee meetings, including preparation of agendas, taking minutes, tracking actions, and supporting follow-up activity.
- Liaise with committee members, stakeholders, and external contributors to ensure clear communication and timely delivery of guidance outputs.
- Maintain a robust version control and documentation system for guidance documents.
- Support consultation processes, collating stakeholder feedback and ensuring it is presented clearly to the committee.
- Assist in evidence gathering and literature reviews to support guidance development.
- Monitor relevant national policies, guidance, and standards to ensure sector guidance remains current and aligned.
- Represent the NCHA at relevant meetings and forums as required.
- Contribute to the promotion and dissemination of published guidance.

Private and confidential CAGC members only

- Maintain professional knowledge of current audiology practices and clinical governance principles.
- Other duties as required that are reasonable and within your capabilities.

Essential experience, skills and knowledge

- Registered with the HCPC.
- Experience working in audiology practice.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Good analytical and fact-finding abilities and able to present complex information in a straightforward way, whether in writing or verbally.
- Ability to draft meeting papers, take accurate minutes, and support governance processes.
- Attention to detail and accuracy in document management.
- Comfortable working independently and collaboratively in a multidisciplinary environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook, Teams).
- Experience in developing and maintaining relationships (particularly in the hearing sector and with other stakeholders)

Desirable

- Experience supporting clinical or professional committees.
- Familiarity with UK healthcare systems and policies, including NICE, NHS England, and HCPC standards.
- Knowledge of guidance development methodology.
- Understanding of issues and trends in audiology practice and service delivery in the UK.

Other information

- **Flexibility** – work flexible hours as reasonable and necessary to ensure you achieve tasks. Some out-of-hours meetings and overnight stays within the UK will be required. Hybrid working between home and a small office in central London.
- **Absolute confidentiality and discretion** – always respect member and policy confidentiality, following organisational controls.
- **Equal opportunities and tackling inequalities** – promote our corporate and policy goals of tackling inequalities in access to care and promoting and supporting the principles in the Equality Act and similar legislation.