

# JOB DESCRIPTION

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|--------------------|--------------------------------|----------------------|-------------------------|
| <b>Position:</b>   | Head of Professional Standards | <b>Line Manager:</b> | Director Qualifications |
| <b>Department:</b> | Membership and Qualifications  | <b>Location:</b>     | Rugby                   |
| <b>Job Grade:</b>  | F                              | <b>Date:</b>         | December 2023           |

## Role Purpose:

The Head of Professional Standards, reporting to the Director Qualifications and working closely alongside the Head of Qualification Services, Volunteer Engagement Manager, key member committees, and regulators, will play a pivotal role in the delivery of the business plan pertaining to the success of IChemE's membership and qualifications activities.

They will ensure adherence to both IChemE and regulatory requirements in order to maintain licences and the reputation of the institution, and provide subject matter expertise on qualifications related matters, spanning educational base, initial professional development and competence and commitment requirements, as well as accreditation and other key licensing/registration topics.

The Head of Professional Standards will also advise staff and members on membership and qualifications related to IChemE governance requirements and manage discussions and decisions on potential changes.

## Key Responsibilities and Accountabilities:

- Provide subject matter expertise related to licensing and regulatory requirements to staff (to Directors, COO and Chief Executive level) and members (including Trustees), ensuring compliance on existing activities and assessing any proposed changes against compliance requirements
  - Assess, plan and deliver changes driven by governance or regulator; work closely with Head of Qualification Services to assess and deliver new operational new requirements
  - Horizon scanning of upcoming changes that may impact IChemE; carry out analysis and communication/consultation as required

- Provide subject matter expertise related to IChemE membership and qualifications governance, ensuring compliance on existing activities and assessing any proposed changes against requirements
  - Propose updates to regulations as required and track them to approval/completion
  - Ensure processes, guidance and forms align with published regulations etc.
- Advise on matters relating to international/ mutual recognition agreements on qualifications, and represent IChemE at EngC IAP meetings
- Join other working groups as required, to provide or gain subject expertise and represent IChemE's interests
- Ensure optimisation of peer review committee structure and operation according to regulator and IChemE governance requirements
- Ensure optimisation of processes according to regulator and IChemE governance requirements, ensuring that where process/practice exceed requirements, these are justifiable and clearly documented
- Quality Assurance
- Complete annual regulator reports
- Develop, deliver and keep current subject matter training for staff
- Work with Volunteer Engagement to input to subject matter of initial and ongoing training of the international network of volunteers
- Deliver periodic assessor newsletters etc. and assure assessor feedback loop (in cooperation with Volunteer Engagement) and arrange assessor and ACTS manager conferences
- Develop policy as required
- Support learned society activities as required
- Support the Membership and Qualifications Committee and its sub-committees in relation to matters of good practice and to ensure strategic/business plan activities are delivered and are aligned to regulator and governance requirements
- Provide subject matter 'discussion content/papers' to committees and lead discussions to resolution; provide overall secretariat support for the subcommittees
- Share good practice with peers within IChemE and share/gain good practice from peers at other institutions (especially via EngC HoM meeting)
- Co-own, with Director Qualifications, the relationship with regulators, and manage interactions with them, ensuring responses are timely and proportionate
  - Monitor and share regulator developments and provide comment as required; lead response on formal consultations
- Working with marketing, assure optimal promotion of the registers
- Produce, update and publish applicant and assessor guidance documentation, ensuring a consistent and accessible approach
- Monitor and report on standards-related data and trends

In addition to duties and responsibilities listed above, the employee may be required to perform other duties assigned by their line manager from time to time.

IChemE is an international membership organisation and activities often take place outside of normal working hours. The job holder must be willing to attend and participate in such activities

and associated travel. Additionally, the job holder will be required to liaise with colleagues located in different time zones on an ad hoc basis to meet the needs of the business.

**Line management**

No current line management responsibility, this might change subject to business growth.

**Budget accountability**

None initially but this may change subject to organisational development.

**Person Specification:**

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We expect all staff to demonstrate behaviours in the workplace and support our values which are:

- Trusted
- Collaborative
- Agile
- Innovative
- Impactful

**Education / Qualifications:**

***Essential***

- Educated to degree level, preferably in a STEM subject

***Desirable***

- Member of a relevant professional body related to engineering, science, and/or higher education
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**Knowledge and experience:**

***Essential***

- At least 5 years' experience working in specialist area as lead on regulatory/governance requirements
- Experience of working with Engineering Council
- Expert in international agreements regarding degree recognition
- Experience of working with volunteers, Trustees and being an active member of staff/member working groups
- Project/change management experience
- Expert user of Microsoft software
- Superior working knowledge of CRM, particularly for reporting
- Skilled user of Power BI
- Capable of assimilating disparate data, overseeing a complex array of business/functions and determining strategic courses of action for a total business

***Desirable***

- Experience of working in an educational environment
- Experience of RPEQ, Science Council and Society for the Environment
- Business Analyst experience

**Specific skills and personal attributes:**

- Actively encourages staff to contribute ideas for quality improvements to the service provided
- Implements the business plan, clarifies expected outcome to team and identifies the tasks/resources and deadlines required to achieve results; once objectives are agreed, is able to work independently
- Can deal with a number of issues at the same time, is level-headed and copes under pressure
- Ability to negotiate and influence all stakeholders (to senior level, internal and external) and build effective working relationships
- Can identify the key elements to a problem and separate the essential from the non-essential
- Makes effective and confident presentations (verbal and written) and is robust in deploying arguments
- Can actively manage and lead a project to achieve desired results within agreed timeframes
- Makes linkages across different initiatives or plans and relates them to wider policy issues
- Deals confidently and tactfully with people at all levels, both internal and external to IChemE and gains support for the organisation and its members
- Can make sound leadership decisions and others have confidence in the decisions taken
- Develops a network of professional contacts in other organisations and specialist working groups
- Looks for further opportunities for IT to support operational and strategic business operations
- Presents the key points in complex issues
- Makes relevant and timely interventions in discussions and can explain specialist matters in a way that the non-specialist can readily understand
- Focuses on the objectives to be achieved and is not easily deflected from pursuing a task to completion
- Evaluates the extent to which a decision has major implications for others
- Manages activities on continual process review and improvement once completion of projects becomes business as usual activities
- Is able to manipulate and interpret complex data to make sound business and financial decisions
- Prepared to challenge others
- Recognises the need for change and leads by example in the communication to staff and the implementation to achieve the desired outcome
- Reviews and adjusts priorities in the light of circumstances. Responds promptly to ensure amended priorities are communicated to team members and appropriate adjustments made
- Matches content, style and language to suit the audience and content
- Assimilates information quickly, extracts the relevant points and structures the information logically
- Evaluates the degree of risk inherent in different options, balances potential outcome against the risk involved
- Can analyse data, perform root cause analysis and establish a course of action

**Work Pattern and any other specifics:**

**Full Time**

37.5 Hours per week (Monday – Friday)  
Based in our Rugby Office  
Some business travel may be involved

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| <b>Reviewed By:</b> | Rachel Baxter-Smith | <b>Date:</b> | 12/12/2023 |
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