

Professional Reviewer (Chartered Chemical Engineer) Volunteer Role Descriptor

1. Reference

MQ/PR/1.3

2. Background

The Professional Formation Forum (PFF) oversees IChemE's professional qualifications worldwide with regards to assessment of Initial Professional Development and competency (qualification stages 2 and 3 respectively). Responsibility is delegated to PFF from Qualifications Committee, which in turn has delegated responsibility from the Board of Trustees.



Figure 1: The three stages required for Chartered Engineer

The Professional Reviewer role described carries out the Professional Review for candidates seeking election/transfer to Chartered Chemical Engineer (with or without CEng); this comprises two mandatory elements, the assessment of documentary evidence (in the form of a Competence and Commitment Report – 'C&C report'), and the interview.

Both elements of the Professional Review are conducted by two suitably qualified and trained Reviewers who are members/registrants at or above the category in which the candidate is seeking membership/registration. Interviews may be held in person, virtually or semi-virtually.

IChemE seeks to qualify candidates within three months of application – this necessitates Professional Reviewers, candidates and staff working together in accordance with a published schedule.

3. Duties and responsibilities

Main duties:

- carry out the assessment of documentary evidence in isolation and then in tandem with co-Professional Reviewer within the agreed timeframe and in accordance with IChemE's guidance
- provide feedback for candidates where revision is required or where candidate is assessed as not meeting IChemE's standards
- conduct the interview with co-Professional Reviewer at the agreed time and in accordance with IChemE's guidance
- following the interview, complete a summary report with recommendation for each applicant for submission to PFF within the agreed timeframe.

Supplementary duties:

- complete training and re-training as required

- comply with IChemE's General Data Protection regulations (GDPR) requirements
- provide availability within scheduled interview fortnights upon request
- advise of any conflict of interest
- maintain a fair and consistent approach, avoiding unconscious bias
- conduct identity check of candidate during interview (virtual or face-to-face)
- to submit reports using the online tool
- respond to requests for information from Standards Panel or Virtual Election Panel.

4. Appointment method

Selection from those who have completed an application form and satisfy the person specification.

5. Period of appointment

Professional Reviewers are expected to serve a minimum of three years in the role.

6. Commitment required

- expected reports received: three - four Professional Reviews per year. A review may include amplifications/resubmissions updated by candidates from previously reviewed reports
- expected time commitment: approx. five hours per Professional Review (in total)
- end-to-end target review period for each application is three months and therefore process will be scheduled to meet this timescale
- training and retraining (see section 7).

7. Training

In current process:

Initial training will be by online webinar. This will be followed by three dummy assessments of documentary evidence (the C&C report) that are peer-assessed.

Once these are satisfactorily underway, trainees will be cleared to commence Interviewer training, also via online webinar. New Professional Reviewers will then carry out second Professional Reviewer role alongside an experienced Professional Reviewer.

Post go-live of new process:

Initial training and dummy assessments as above.

Interviewer training as above; post completion of Interviewer training, there will be quality assurance of Professional Reviewers' first three interviews with feedback provided.

Supplementary:

Update training will be provided at least every 3 years. Other standard volunteer training, eg GDPR training, will be required with annual updates.

8. Person specification

- current Chartered Chemical Engineer at Fellow or at Member grade with at least five years post-Charter or a comparable level of experience
- CEng registered
- thorough understanding of IChemE's standards and requirements (delivered via training)
- experience of interviewing in the workplace an advantage.

9. Others

Benefits of volunteering:

Continuing Professional Development (CPD)

- benefits own CPD for longer term career development plan and to enhance professionalism in a wider context than own specific job role.
- support global early career engineers in their journey to IChemE Chartered Membership
- maintain the global standards of chemical engineering profession and IChemE.

Personal Development

- exposure to technical developments and another area of business that may be outside of their own experience
- increased understanding on a range of chemical engineering applications in various industries.
- gain an up-to-date understanding of the formation of chemical engineers who are approaching Chartered status and its implications for the profession and their employers.

Expenses for the activities:

Unless agreed with the Head of Member Services in advance, expenses are not covered by IChemE for this role.

10. Additional details

Area of interest that relates to the role:	<ul style="list-style-type: none"> ▪ professional development ▪ membership
Is the role location specific?	No
Total number of volunteers required for this role:	330
<p>To apply for this role or for further information, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document. There is no specific closing date as recruitment is ongoing.</p>	

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