Professional Conduct Pool Member Volunteer Role
Descriptor

1. Vacancy reference
PCP/1.0

2. Background

IChemE is a professional body incorporated by Royal Charter and registered as charity in England and Wales. As such IChemE has a duty to provide public benefit that is aligned to the delivery of its objects.

Professional bodies partly provide public benefit by qualifying and regulating the conduct of their members. Member professional conduct is governed by a Code of Professional Conduct (“the Code”) that is approved and periodically reviewed by the Board of Trustees. A copy of the Code is published and maintained on the IChemE website. Adherence to the Code is a requirement of membership and constitutes a term of the membership contract. It is binding on each Member, whatever their grade, in whichever country they reside.

Alleged breaches of the Code may prove to be founded in fact and deserving of action so each must be investigated in accordance procedures laid down by the Board of Trustees and set out in the Regulations. The principles of the investigation, and any subsequent disciplinary enquiry are that:

▪ no-one is liable until so found,
▪ any enquiry will be open and fair, and
▪ proved breaches of the Code shall attract outcomes commensurate with the seriousness of the breach.

The Board of Trustees delegates these powers to each of the Preliminary Investigation Committee (“PIC”), Disciplinary Committee (“DC”) and Appeal Committee (“AC”), when appointed, to investigate and adjudicate on alleged breaches of the Code, and if a breach is established, to apply appropriate sanctions in accordance with the By-laws and Regulations.

The Board of Trustees appoint the Professional Conduct Pool (“PCP”) of Members and Non-Members of the Institution from which members of the Preliminary Investigation Committee, Disciplinary Committee and Appeal Committee will be drawn.

3. Main duties and responsibilities

If a misconduct allegation/complaint is raised against a Member, members of the Pool will be appointed to form a PIC, DC and AC on a case-by-case basis. The main duties of the members of the Pool, depending on which committee they are selected to sit on, include:

▪ Considering if the allegation/complaint has merit.
▪ Deciding which aspects of the allegation/complaint should be investigated.
▪ Appointing an Investigator to investigate the allegation/complaint.
▪ Considering the findings of the investigation.
▪ Referring the allegation/complaint to the DC.
▪ Conducting a formal disciplinary hearing.
▪ Sanctioning Members who have proven to have breached the Member Code of Professional Conduct.
▪ Conducting a formal appeal hearing.

4. Appointment method

Applications from Members who wish to join the Professional Conduct Pool will be considered by a panel that includes the Chair and the Clerk. Successful Applicants, who meet the requirements set out in the Person Specification below will have their appointment confirmed by the Board of Trustees. The Clerk will notify applicants of the outcome.
5. Period of appointment

The term of office on initial appointment will normally be for three years, which may be renewed as required, subject to the agreement of the individual and the Board of Trustees.

6. Commitment required

Members of the Professional Conduct Pool may be required to attend training and induction and will then only be called upon if an allegation/complaint against a Member is received, or if further training needs are identified.

7. Training

- GDPR (General Data Protection Regulation) training.
- ED&I (Equality, Diversity, and Inclusion) training.
- Training on holding a preliminary investigation, disciplinary hearing or appeal hearing will be provided depending on experience and will be arranged as required.

8. Person specification

The Professional Conduct Pool is committed to upholding the highest standards of conduct and to ensuring consistency and fairness in the event of an allegation or complaint being raised. Members of the Pool will be expected to:

- Work within a regulatory framework (the Disciplinary Regulations, Code of Professional Conduct and By-Laws) and apply the rules consistently.
- Act with integrity, fairness, honesty, and discretion.
- Be open-minded and objective and be aware of bias.
- Analyse and dissect large quantities of (sometimes complex) information.
- Identify the relevant details of a wide range of issues.
- Exercise sound judgement and independence of mind.
- Make and be able to explain impartial, clear, and reasoned decisions.
- Welcome and respect the views of others.
- Express themselves succinctly and with clarity, both orally and in writing, and adapt their style so that it is suitable for the audience.
- Produce clear and well written reports.

Experience of dealing with disciplinary matters is desirable.

10. Additional details

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<th>Area of interest that relates to the role:</th>
<th>Volunteering</th>
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Is the role location specific? No

Volunteers required: 10

To apply for this role, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document

Author: Governance Team
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