

Professional Reviewer (Chartered membership) Volunteer Role Descriptor

1. Reference

MQ/PR/3.0

2. Background

The Registration Subcommittee (RSub) oversees IChemE's professional qualification worldwide with regards to assessment competency (qualification stage 3). Responsibility is delegated to the RSub from the Membership & Qualifications Committee (MQC), which in turn has delegated responsibility from the Board of Trustees.



Figure 1: The three stages required for professional registration

The Professional Reviewer role described carries out the Professional Review for candidates seeking election/transfer to Chartered Member (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 applicant is seeking membership/registration. Interviews may be held in person, virtually or semi-virtually.

IChemE seeks to qualify applicants within three months of application – this necessitates Professional Reviewers, applicants 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 applicants where revision is required or where applicant 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 RSub 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 assessment/interview periods upon request
- advise of any conflict of interest
- maintain a fair and consistent approach, avoiding unconscious bias
- conduct identity check of applicant during interview (virtual or face-to-face)
- submit reports within the required time using the online tool
- respond to requests for information from Standards Panel or Virtual Election Panel

4. Appointment method

Selection from those who have submitted an expression of interest via volunteer@icheme.org and to satisfy the person specification.

5. Period of appointment

It is anticipated that Professional Reviewers will serve a minimum of three years in the role.

6. Commitment required

- expected reports received: three to four Professional Reviews per year. A review may include amplifications/resubmissions updated by applicants from previously reviewed reports
- expected time commitment: approx. seven 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

Initial training via an on demand webinar, followed by an interactive online session to discuss example reports. This will be followed by up to 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.

Supplementary:

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

8. Person specification

- current Chartered Member or Fellow with at least five years experience since becoming Chartered 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 becoming Chartered
- maintain the global standards of chemical engineering profession and IChemE

Personal Development

- exposure to technical developments that may be outside of their own experience
- increased understanding on a range of process safety 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 Membership Manager 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
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Is the role location specific?	No
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Total number of volunteers required for this role:	330
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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.

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