

Technical Policy Volunteer

1. Vacancy reference

LS/TP/1.0

2. Background

IChemE's policy work focuses on the following areas chosen by the Learned Society Committee areas of technical policy aligned with the UN Sustainable Development Goals

- Energy and Climate Action
- Water and Sanitation
- Food, Health and Wellbeing
- Responsible Production, Innovation & Industry
- Quality Education, including lifelong learning
- Process Safety, including Major Hazards Management
- Digitalisation, including cyber security

We want to proactively develop more contributions to policy issues, ie position statements in areas that are aligned with the Priority Topics and responses to consultations in relevant jurisdictions (initially the UK, Australia and New Zealand).

Consultation requests can arrive with little advance notice and often only have a 4-6 week time window to respond. We therefore rely on members who can work with us on defined pieces of work at short notice to draft a response.

Relevant policy volunteers will be notified when IChemE staff identify a consultation of interest, for example in an area where chemical engineers have relevant and unique expertise and will be invited to join the writing or reviewing team.

Alongside the consultation responses, which are prepared reactively in response to requests by policymakers, staff will work with our Technical Policy Volunteers to proactively develop positions in the areas covered by the Priority Topics. Policy Volunteers will be invited to suggest topics on which IChemE should proactively develop a position.

3. Main duties and responsibilities

1. As part of a team, develop responses to policy consultations that are aligned with IChemE's priority topics, in IChemE's chosen jurisdictions, on subject that are aligned with the volunteer's area of expertise.
2. Suggest technical areas on which IChemE might proactively develop a position.
3. Work with staff to develop proactive positions, with the agreement of the Learned Society Committee, on subjects that are aligned with IChemE's priority topics and that are aligned with the volunteer's area of expertise.

NB: Members can contribute either as writers or independent reviewers

4. Appointment method

Any member can put themselves forward to be considered as a policy volunteer, by emailing lsc@icheme.org (please indicate your country of residence and your areas of technical expertise). Members also need to ensure their register of interest and expertise on the IChemE database is complete and up to date. When the Learned Society Committee agrees to respond to a relevant consultation or project to develop a proactive position, staff will contact all policy volunteers who have indicated they have relevant expertise to check if they are able to contribute within the required deadlines. A final appointment will be made based on confirmed expertise (ie after reviewing the volunteer's CV)

5. Period of appointment

Policy Volunteers remain on the register for as long as they wish. They become active when they are appointed to a project to develop a proactive position or respond to a consultation. Position projects normally last 2-3 months, consultation projects 4-6 weeks.

6. Commitment required

- 5-10 hours (writers) or 2-4 hours (independent reviewers) across the duration of the project
- Mostly desk-based
- Willingness to communicate internationally via virtual conference and electronic mail

7. Training

All new members will be provided with an induction to the role, covering the main areas of responsibility and processes. Ongoing support and mentoring will be provided as required

8. Person specification

- Applicants can be of any member grade but need to have an interest in technical policy and a strong technical background aligned with one or more of the Learned Society Priority Topics, as detailed below
- Have strong inter-personal skills to positively engage with other member volunteers and representatives from other member organisations, and the ability to consider multiple points of view
- An aptitude for clear and persuasive writing is essential for anyone wishing to join a writing team

9. Learned Society Priority Topics

- Energy and Climate Action
- Water and Sanitation
- Food, Health and Wellbeing
- Responsible Production, Innovation & Industry
- Quality Education, including lifelong learning
- Process Safety, including Major Hazards Management
- Digitalisation, including cyber security

10. Additional details

Area of interest that relates to the role: <i>(delete as appropriate):</i>	<ul style="list-style-type: none"> ▪ <i>Learned Society</i>
Is the role location specific?	<ul style="list-style-type: none"> ▪ <i>No</i>
Total number of volunteers required for role:	<i>Unlimited</i>
Closing date:	<i>Open ended</i>

To apply for this role, please contact lsc@icheme.org quoting the role and reference number at the top of this document, and indicating your country of residence and areas of technical expertise

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Date: 16 June 2023