

# Professional Reviewer Fellow

## Volunteer Role Descriptor

### 1. Introduction

The Registration Subcommittee ('RSub') is responsible to the Membership & Qualifications Committee ('MQC') for overseeing the admission of applicants to professionally qualified grades of membership, registration and Fellowship.

Fellow is IChemE's highest grade of membership, which recognises seniority and significant contributions to chemical and process engineering.

Fellow reviewers work in pairs to assess the documentary evidence submitted by those wishing to become Fellows of IChemE – applicants may be Chartered Members already, or may be non-members. Where required, Fellow reviewers also carry out interviews.

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.

### 2. What you will be doing

#### Main duties:

- carry out the assessment of documentary evidence with co 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 (if needed) 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 RSub.

### 3. About you

You will be:

- a current member at Fellow grade
- experience of interviewing in the workplace is an advantage

#### 4. How you will benefit

There are many benefits to volunteering in the professional reviewer role, including:

- an opportunity to support global early career engineers in their journey to becoming Chartered
- maintain the global standards of chemical engineering profession and IChemE
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience
- an 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.

#### 5. Time commitment

As a Fellow Reviewer, it is anticipated that you will undertake a minimum of six reviews per year, with some assessors choosing to take on more. A review may include amplifications/resubmissions updated by applicants from previously reviewed reports. The average time commitment of each review is approximately 2 hours (in total).

#### 6. Period of appointment

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

#### 7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website. The volunteering team will be in contact with further information.

#### 8. Induction & training

Initial training will be carried out virtually via MS Teams by an experienced volunteer trainer.

##### **Supplementary:**

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

#### 9. Further information

##### **Expenses for the activities:**

There are no expected expenses for this role. Any expenses must be agreed in advance.

Is the role location specific?	No
Number of roles available	30
Closing date	There is no specific closing date as recruitment is ongoing.

For further information please contact [volunteer@icheme.org](mailto:volunteer@icheme.org)

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