Professional Reviewer Incorporated Engineer

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.

The Professional Reviewer role described carries out the Professional Review for candidates seeking election to Incorporated Engineer (IEng); 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 are mainly held virtually using MS Teams.

IChemE seeks to qualify applicants within three months of application

2. What you will be doing

Main duties:

- carry out the assessment of documentary evidence 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; receive Standards Committee feedback from the completion of test papers and interview observation
- 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 Committee or RSub
- support trainee reviewers

3. About you

You will be:

- IEng or CEng registered
- 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 Incorporated Engineer status and its implications for the profession and their employers.

5. Time commitment

As a Professional Reviewer, it is anticipated that you will undertake a minimum of four Professional 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 five to seven 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 via an on demand webinar, followed by an interactive online session to discuss example reports.

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

For further information please contact volunteer@icheme.org

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