

### Role Description

## Deputy Director of the Science, Technology and Engineering Research and Innovation Council

<b>Term of Office</b>	2 years, usually followed by 2 years as Director (and in that role, a Trustee of IPEM), with 4 years total
<b>Meetings</b>	The current membership (2023-24) voted for more frequent meetings, which take place for 1-2 hours monthly, via videoconferencing.
<b>Why volunteer?</b>	<p>Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteering in a leadership role in a council like STERIC gives the opportunity to develop managerial and strategic skills. This can be personally fulfilling, help you plan and achieve next career steps, and of course contribute to shaping IPEM’s scientific and technical activities during your tenure and beyond.</p>
<b>Where does this role fit in?</b>	<p>The Deputy Director assists and, when required, deputises for the Director of STERIC. This can involve chairing meetings, contributing to agendas and leading discussion. STERIC’s function within IPEM is to coordinate and progress scientific, research and innovation activity of the institute and seek out new opportunities.</p> <p>STERIC’s work plays a vital role in all three areas of our strategy:</p> <ol style="list-style-type: none"> <li>1. Helping to shape learning and professional development services,</li> <li>2. Oversight of the activity in IPEM’s member community,</li> <li>3. Leading on professional knowledge and innovation and implementing the Science Leadership Strategy.</li> </ol> <p>STERIC’s work in Professional Development:</p> <ul style="list-style-type: none"> <li>• Develop, oversee and ensure delivery of IPEM’s publications and other professional and educational resources, and develop and support partnerships in this area.</li> <li>• Encourage new scientific and academic work, at any stage from inception to implementation, including through members’ Communities of Interest and other interested parties.</li> </ul> <p>STERIC’s work in Community</p> <ul style="list-style-type: none"> <li>• Encouraging liaison between members working in different environments, e.g., academia, industry, and hospitals</li> <li>• Build and maintain links with relevant industries and research groups</li> <li>• Develop ideas and matters of scientific, research or academic importance from within IPEM’s community to the appropriate channel (e.g. Trustees, President’s Advisory Committee, IPEM office) and communicate activity back</li> </ul> <p>STERIC’s work in Leadership</p>

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	<ul style="list-style-type: none"> <li>• Assisting the Professional Knowledge and Innovation Manager in leading and implementing the Science Leadership Strategy</li> <li>• Overseeing and ensuring delivery of outputs related to IPEM’s scientific and academic issues</li> <li>• Keep under review currently important areas of scientific and academic work externally and facilitate IPEM’s involvement where appropriate.</li> <li>• Monitoring development/ impact of new technology, relevant legislation and standards</li> <li>• Promote research and innovation activities in academic, industrial, service and cross-functional settings, including through strategic oversight of IPEM’s portfolio of prizes and awards, and innovation funding programmes.</li> </ul>
<p><b>Who can apply?</b></p>	<p>STERIC is involved in all the scientific and innovation work taking place across IPEM as well as looking for external opportunities. It has the opportunity to shape the scientific interaction of all IPEM members. The deputy director is typically more experienced both in the profession and in committee roles; however, they are well supported by other committee members and the national office so it is possible to develop in the role.</p> <ul style="list-style-type: none"> <li>• Previous experience as a committee member (with IPEM or elsewhere) is beneficial but not essential</li> <li>• Experienced and knowledgeable in an IPEM-related discipline or professional</li> <li>• Different workplaces (industry, university, NHS and private) welcome</li> <li>• All training backgrounds (Apprentice and Technologists Training schemes, STP / NHS, Overseas, people who have had unique career pathways)</li> </ul>
<p><b>Examples of work</b></p>	<p>Here are some <u>examples</u> of the type of work members of STERIC might undertake in the course of a typical year. This is shared among all members and doesn’t all happen at the same time! Much of these activities and the administration are supported by staff in the national office (see below)</p> <ul style="list-style-type: none"> <li>• Reviewing Task &amp; Finish group proposals for a range of IPEM scientific publications, including policy and position statements, guidance notes and topical reports</li> <li>• Review documents for IPEM’s endorsement or approval (these might be produced by allied institutions or organisations, or jointly with IPEM)</li> <li>• Communicate with your Communit(y/ies) of Interest to post things STERIC is currently working on, or to source information to shape activity or add detail</li> <li>• Keep under review currently important areas of scientific work, and regulations around them.</li> <li>• Encouraging and supporting new scientific and innovative projects that build the knowledge base for IPEM’s members</li> </ul>

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	<ul style="list-style-type: none"> <li>• Help with a consultation response (see support from the National Office), and responding to technical questions in support of this or other related activity</li> <li>• Review IPEM's publications portfolio based on data from the publications sub-committee, Editor-in-Chief and relevant SIGs</li> <li>• Reviewing IPEM's prizes, awards and schemes to encourage and support new research and innovation work</li> <li>• Monitoring activity across the organisation and providing steer based on horizon scanning activity and in line with IPEM's strategy</li> <li>• Monitoring the work of Special Interest Groups (SIGs), reviewing their programme of activities and looking for strategic alignment and opportunities for collaboration internally and externally</li> <li>• Monitoring SIG outputs against annual action plans and agreeing SIG membership for the next year</li> <li>• Bringing matters of scientific, research or innovation importance to the attention of IPEM's Trustees</li> </ul>
<b>Time Commitment</b>	<p>STERIC currently meets monthly via teleconferencing for 1-2 hours. Some items may be handled by circulation between meetings. The time commitment should not exceed 1 hour per week on average.</p> <p><i>Note: the Director of STERIC is also a member of the Board of Trustees which involves an additional 4 meetings per year. These are in person and alternate between York and London.</i></p>
<b>What you get out of it</b>	<ul style="list-style-type: none"> <li>• A chance to shape the research and innovation work that takes place across the IPEM community</li> <li>• Shape the future direction of IPEM's research and innovation support through the science leadership strategy, with the opportunity to shape the strategy itself longer term</li> <li>• Engagement with like-minded peers who are passionate about advancing medical physics and/or engineering</li> <li>• Influencing decision making at a more strategic level within IPEM</li> <li>• Develop and evidence leadership, management and communications skills in the context of medical physics and engineering</li> <li>• Grow your professional network, particularly outside your field</li> </ul>
<b>Support available</b>	<p>STERIC comprises 5 members, a SIG representative, the Director and Deputy Director. From 2022 membership cycles will be offset to ensure there is always some institutional memory. The Deputy Director works alongside the Director, who has served as deputy for the previous 2 years.</p> <p>Also present at meetings are the Professional Knowledge Manager, who coordinates</p>

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	<p>communication and documentation between STERIC and other branches of IPEM.</p> <p>STERIC is also supported by dedicated <u>members of staff at the IPEM national office</u> on specific projects, where needed.</p> <ul style="list-style-type: none"> <li>• Professional standards &amp; training: <u>Workforce Intelligence &amp; Training Team</u></li> <li>• Workforce intelligence: <u>Nina Romo</u> or <u>Adam Hyett</u></li> <li>• SIG engagement: <u>Eva McClean</u> (EDI and Member Networks)</li> <li>• Conferences and webinars: <u>Conference Manager</u> Social media, Scope, newsletters, consultations, policy: <u>Communications Team</u></li> </ul>
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## Eligibility Requirements

<b>Membership</b>	Full members of IPEM and Fellows
<b>Experience</b>	First hand knowledge of the work of the Special Interest Groups, or recent contribution to IPEM work in another capacity, is desirable.
<b>Skills and attributes</b>	<p>Passionate about subject and keen to promote positive change</p> <p>Willing to review proposals and documents, some of which may relate to your discipline and others which lie outside</p> <p>Helping shape and review policies and proposals which affect the way IPEM supports scientific research, innovation and learning both within the community and externally.</p> <p>Willing to take up engage with fellow committee members from a range of backgrounds, and supporting 2-way dialogue with the wider professional community</p> <p>Embrace IPEM’s values (trusted, inclusive and progressive)</p>