

Role Description and Eligibility Requirements for IPEM Professional Contributor

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| Role | IPEM appointed nominee to the Engineering Council (this role sits on IPEM’s Engineering Registration Panel – ERP) |
| Term of Office | 3 years plus further 3-year periods by agreement |
| No of Meetings | <p>The ERP meets as follows:</p> <ul style="list-style-type: none"> • October (face to face with training day at the IPEM national office in York) • February (tele-conference) • June (tele-conference) |
| Appointment starts | As soon as possible |
| Description of the role | <p>As a Professional Engineering Institution (PEI), IPEM is required to supply at least one volunteer to work for the Council on licensing activities. They will normally be appointed as a Liaison Officer (LO) to another PEI or serve on the Quality Assurance Committee.</p> <p>LOs are involved in monitoring one or more of the following activities at Licensed Members:</p> <ul style="list-style-type: none"> • assessment of registration applications at committee meetings (including Individual Route Panels); • observing interviews (Professional Review/Technical Report); • evaluation of accreditation/approval reports at committee meetings; • accreditation/approval visits to universities and colleges. <p>The Engineering Council has the following expectations of LOs:</p> <ul style="list-style-type: none"> • to represent the interests of Engineering Council, Licensed Members and Professional Affiliates; • to have a good understanding of, and support, Engineering Council’s policies and licensing requirements; • to submit regular LO reports, communicating relevant and important information; • to identify and, in liaison with Review Panel Chairs, be able to prioritise areas of risk at licensed members. • to facilitate the exchange of good practice; • to have good communication and interpersonal skills; • to be accountable and accept evaluation; • to have a non-judgmental attitude; • to ask for support when it is needed; • to regard issues discussed between LOs, Licensed Members and Engineering Council as confidential except by agreement; • to conduct and apply themselves in an ethical manner when carrying out their duties (as required by the registrant’s Code of Conduct). |

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| | <p>A fuller description of the role is contained within the Engineering Council's LO Handbook.</p> <p>Attend the October ERP meeting/training day and the two ERP tele-conference meetings where possible.</p> <p>Advise on potential applicants' suitability for registration.</p> |
| Eligibility requirements | <p>Full Member or Fellow of IPEM.</p> <p>For the role of LO, institutions must nominate a candidate who fits the following criteria:</p> <ul style="list-style-type: none">• is a registered engineer (at any of the grade levels);• is an active member of their institution, with experience of one or more licenced activities, registration, accreditation/approvals, CPD etc;• is in a position to provide/receive updates to/from their institution on any changes to processes and the exchange of good practice;• should not be an employee of the nominating institution. <p>LOs are usually expected to be available for 5-10 days per annum, plus time for IPEM activities as agreed with the Chair of the ERP. Please note this is only a guide.</p> |