

## Role Description

### Assistant Registrar for IEng Registration with the Engineering Council

<b>Term of office</b>	3 years in the first instance. An Assistant Registrar shall not normally serve for more than 6 years. An Assistant Registrar may succeed the Registrar.
<b>Meetings</b>	The Engineering Registration Panel (ERP) meets as follows: <ul style="list-style-type: none"> <li>• October (tele-conference)</li> <li>• February (tele-conference)</li> <li>• June (tele-conference)</li> <li>• Training (date to be arranged)</li> </ul>
<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>It is a great way to build your professional network, meet like-minded people and also gain exposure to new ideas and opportunities you may not have exposure to elsewhere.</p> <p>This can be personally fulfilling, help you plan and achieve next career steps, and of course contribute to shaping IPEM's engineering activities during your tenure and beyond.</p>
<b>Where does this role fit in?</b>	<p>This role sits on the Engineering Registration Panel, which reports to the Engineering Policy &amp; Standards Panel (EPSP).</p> <p>This panel is responsible for assessing members' applications for Engineering Council registrations to Engineering Technician, Incorporated Engineer, and Chartered Engineer status.</p> <p>The panel is chaired by IPEM's Vice President Engineering with the Head of Membership and other national office staff supporting the panel. The national office staff administer applications for assessment and manage assessment in a timely and consistent manner.</p> <p>The IEng Assistant Registrar conduct IEng interviews (usually 2 days per year either in York, London or online through Teams – each interview day comprising up to a maximum of 3 interviews but, more usually, 1 or 2. When held online, around 1.5-2 hours is allotted for one interview).</p> <p>The role also support, when required, the EngTech Registrars in the assessment of EngTech applications.</p>
<b>Who can apply?</b>	<p>Desirable experience, skills and attributes are listed below.</p> <p>This role is suitable for any IPEM member with the desired skills and attributes.</p> <p>Different workplaces (industry, academia, NHS, private etc.) and all training backgrounds are welcome, including unique career pathways.</p>

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<b>Examples of work</b>	
<b>Time commitment</b>	We anticipate approx. 4 meetings throughout the year. Work will be distributed through the committee and support will be available. The time commitment should not exceed 1 hour per week on average.
<b>What you can get out of it</b>	<ul style="list-style-type: none"> <li>• Help develop the careers of those within the same profession through recognition and feedback of those applying for professional registration</li> </ul>
<b>Support available</b>	<p>This role sits on the Engineering Registration Panel, which reports to the Engineering Policy &amp; Standards Panel (EPSP) with support from the chair, registrars and other panel members.</p> <p>The sub-committee is also supported by dedicated members of staff at the IPEM national office</p>

### Eligibility requirements

<b>Membership</b>	Full member or Fellow and hold IEng registration or above
<b>Experience</b>	Experience in assessing applications and portfolios against criteria and providing feedback to applicants where applicable
<b>Skills/attributes</b>	<p>A good understanding of engineering reports, principles and processes with experience reviewing, editing and/or writing</p> <p>Effective time management</p> <p>Strong communication skills; highly proficient in written English</p>