Professional Development Panel (PD Panel) Member

Volunteer Role Descriptor

1. Introduction

The Institution of Chemical Engineers (IChemE) is a registered charity and is incorporated by Royal Charter. As a registered charity, IChemE is regulated by the Charity Commission in England and Wales.

The Professional Development Panel ('PD Panel') is responsible to the Registration Subcommittee (RSub) for oversight of Accredited Company Training Schemes ('ACTS')

Further detail can be found in the committee Terms of Reference

2. What you will be doing

The following are the main duties and responsibilities of panel members:

- review the recommendations from recent ACTS (re-)accreditation visits and ensure the standards are being maintained; provide feedback and recommendations to the schemes as appropriate, ensuring global consistency in application of standards
- provide guidance and training for mentors supporting the professional development of members
- discuss operational improvements and the implementation of MQC policy
- participate in consultation exercises, either from licensing bodies or initiatives being driven by MQC

The majority of members are expected to participate in a minimum of four PD Panel meetings per annum normally virtually but occasionally in person.

Members are required to review assigned applications in advance of the panel meetings, and to note their recommendations and comments to be shared in the PD Panel meetings.

Members with specific subject matter expertise may be invited to become subject leads, who will work with other members and the IChemE staff team to drive change, improvements, quality assurance and training within the respective grade / subject area.

3. About you

Members of PD Panel should:

- have a good understanding of IChemE membership work processes and policies
- have a working knowledge of IChemE membership grades and the requirements needed to be demonstrated for each, as well as the requirements of the Engineering Council, IChemE's regulators
- typically, PD Panel members have carried out assessment / interviewing roles.
- be either an ACTS Assessor, ACTS Manager or ACTS Mentor

Guidance will be provided if needed.

IChemE's wider membership base is represented at PD Panel and comprises Fellows and Chartered Members of IChemE, and aspires to include members holding EngTech, IEng and Professional Process Safety Engineer

4. How you will benefit

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- extensive networking opportunities
- continuing professional development (CPD)
- enhanced knowledge of chemical engineering and the opportunities it may offer
- you'll receive an IChemE Volunteer badge recognising your support and contribution

5. Time commitment

Expected time commitment: c5 hours per quarter (*not including other assessment activities)

Meetings generally last for two hours and require extra time commitment for reading and preparation beforehand (for example 2 hours looking at assessments and relevant papers).

Time to attend relevant training sessions / conduct any mandatory online (or otherwise) training.

6. Period of appointment

The Panel's members' term will normally be for three years with the potential for a consecutive second term to ensure panel continuity. Members who have completed their maximum terms may be eligible for a further term after an interval of two years.

7. How to apply & appointment method

Please apply using the "apply now" button on this advert on the website. Please include a CV and supporting statement highlighting your interest in and suitability for the role.

8. Induction & training

Guidance will be provided on both the developmental and operational activities of the panel.

In order to increase their knowledge of the procedures within the scope of PD Panel members will be encouraged to undertake training on volunteer roles that fall under the remit of the PD Panel (eg ACTS Assessor) where they do not already perform these roles, and to ensure their knowledge remains current.

Members will also be expected to keep up to date with standard volunteer training, eg General Data Protection Regulation (GDPR) training. This is normally provided online.

9. Further information

Expenses for the activities:

No significant expenses are expected to be incurred. IChemE Expense policy for members and volunteers outlines what costs can be recovered whilst undertaking volunteer activities on behalf of member groups.

Is the role location specific?	No

For further information please contact volunteer@icheme.org

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