

## Role Description

### Engineering Council IEng Assistant Registrar

<b>Term of office</b>	3 years, renewable once. An Assistant Registrar may succeed the Registrar.
<b>Meetings</b>	The Engineering Registration Panel (ERP) meets online as follows: <ul style="list-style-type: none"> <li>• October</li> <li>• February</li> <li>• June</li> <li>• Training</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 Education and Professional Standards Committee (EPSC)</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 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 (these are held online through teams – a day is allocated once per quarter for interviews) Each interview day comprises 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 supports, 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>
<b>Examples of work</b>	

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<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>	Help develop the careers of those within the same profession through recognition and feedback of those applying for professional registration
<b>Support available</b>	This role sits on the Engineering Registration Panel, which reports to EPSC with support from the chair, registrars and other panel members.  The sub-committee is also supported by dedicated members of staff at the IPEM national office – contact <a href="mailto:profdev@ipem.ac.uk">profdev@ipem.ac.uk</a> .

### 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>	A good understanding of engineering reports, principles and processes with experience reviewing, editing and/or writing Effective time management Strong communication skills; highly proficient in written English