

## Role Description

### Early Careers Panel Member

<b>Term of office</b>	Appointments to the Committee shall be for a period of 2 years, which may be extended for one further term of 2 years. The ECP members will continue on the panel even if during the two years they go beyond 10 years of their respective careers.
<b>Meetings</b>	The ECP will meet at least four times per year (once in York and three times on Teams) to deliver the functions described throughout this role description.
<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 activities during your tenure and beyond.</p>
<b>Where does this role fit in?</b>	<p>The Early Careers Panel ensure effective co-ordination of the issues and concerns related to the early career members within IPEM, and take forward initiatives relevant to the early career members within IPEM.</p> <p>The Early Careers Panel reports directly to STERIC (The Science, Technology and Engineering Research and Innovation Council) and PSC (Professional Standards Committee).</p> <p>The panel is tasked with:</p> <ol style="list-style-type: none"> <li>1. Promoting the profile of the early career members within and outside IPEM;</li> <li>2. Representing the early career members within IPEM to the institute as a whole;</li> <li>3. Providing relevant information to the early career members as appropriate.</li> <li>4. Organising and advising on networking and professional development opportunities/events aimed specifically at Early Career members including (but not limited to)             <ol style="list-style-type: none"> <li>a. Delivering early career sessions at annual IPEM events;</li> <li>b. Supporting and developing workshops relevant to the early career members (i.e. trainee induction day, leadership skills, management skills, clinical academic careers, communications skills and public speaking);</li> </ol> </li> <li>5. Supporting IPEM's engagement and communication with our early career members. (Twitter, LinkedIn and regular Scope feature)</li> </ol>

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<p><b>Who can apply?</b></p>	<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> <p>Members of the Institute at varying levels in the first 10 years of their career to include but not limited to representatives from the following:</p> <ul style="list-style-type: none"> <li>• 1 Physicist Representative</li> <li>• 1 Engineer Representative</li> <li>• 1 Technologist Representative</li> <li>• 1 Computing Representative</li> <li>• 1 Academic Representative</li> <li>• 1 Trainee Representative</li> </ul> <p>The membership of the panel will be inclusive, aiming to represent the diversity of IPEM's potential audience.</p> <p>Chair and Secretary will be selected from this group when a panel member is in their last year on the panel.</p>
<p><b>Examples of work</b></p>	<p>Here are some examples of work that Early Career Panel members may undertake:</p> <ul style="list-style-type: none"> <li>- Collaborating with IPEM staff on event organisation</li> <li>- Working with Committees and Special Interest Groups across IPEM on campaigns and projects</li> </ul>
<p><b>Time commitment</b></p>	<p>The ECP will meet at least four times per year (once in York and three times on Teams) to deliver the functions described above.</p> <p>ECP members will, from time to time, be invited to attend meetings of the following committees, to represent our early career members:</p> <ul style="list-style-type: none"> <li>• Science, Technology, Engineering Research and Innovation Council</li> <li>• Professional and Standards Council</li> <li>• Communications and Engagement Panel</li> <li>• Events Panel</li> <li>• Prizes and Awards Panel</li> </ul> <p>ECP members will also share the responsibility of communicating relevant information via social media channels between meetings.</p>

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<b>What you can get out of it</b>	<p>Membership of the ECP is an opportunity for members in the early part of their career to be involved in shaping the future of IPeM while also networking with like-minded members.</p> <p>The ECP is also a critical in representing early career members through engagement with IPeM’s committees and panels.</p>
<b>Support available</b>	The committee is also supported by dedicated members of staff at the IPeM national office

### Eligibility requirements

<b>Membership</b>	Current IPeM member
<b>Experience</b>	No direct experience is required, and training and support will be offered where required
<b>Skills/attributes</b>	<p>Effective time management</p> <p>Strong communication skills; highly proficient in written English</p>