

Role Description

Engineering Council EngTech Assistant Registrar

Term of office	3 years, renewable once. An Assistant Registrar may succeed the Registrar.
Meetings	The Engineering Registration Panel (ERP) meets online as follows: <ul style="list-style-type: none"> • October • February • June • Training
Why volunteer?	<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>
Where does this role fit in?	<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 EngTech Assistant Registrar conduct EngTech 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>
Who can apply?	<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>
Examples of work	
Time commitment	We anticipate approx. 4 meetings throughout the year. Work will be distributed through the committee and support will be available.

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	The time commitment should not exceed 1 hour per week on average.
What you can get out of it	Help develop the careers of those within the same profession through recognition and feedback of those applying for professional registration
Support available	<p>This role sits on the Engineering Registration Panel, which reports to EPSC 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 – contact profdev@ipem.ac.uk.</p>

Eligibility requirements

Membership	Full member or Fellow and hold EngTech registration or above
Experience	Experience in assessing applications and portfolios against criteria and providing feedback to applicants where applicable
Skills/attributes	<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>