



## **Job Description**

### **Professional Registration Quality Assurer (external consultant)**

#### **Reports to:**

Senior Registration Officer

#### **Working Hours:**

3 days a quarter (12 days per year)

#### **Working Location:**

Fora Space, 71 Central Street, London EC1V 8AB or remote working depending on organisational need

#### **Background:**

The Science Council sets the standards for practising scientists, through professional registration. We believe that every scientist has a responsibility to society, and themselves, to work with integrity, keep their skills and knowledge up to date and consider how their efforts affect the world around them.

The Science Council works with science professional bodies to represent the needs of the professional science community. We also license members to award one or more of the Science Council Registers to their own members: Registered Science Technician (RSciTech), Registered Scientist (RSci), Chartered Scientist (CSci) and Chartered Science Teacher (CSciTeach). The CSci Quality Assurer will work with The Registration and Licensing team to ensure the registers list only those scientists who meet our strictly regulated competence and conduct standards and to maintain the integrity of our registers.

#### **Purpose:**

The Professional Registration Quality Assurer is responsible for quality assuring applications that are assessed by our volunteer pool of assessors via the Common Application Process. They will be responsible for ensuring there is a robust quality assurance process for our volunteer assessors and provide assessor training.

#### **Responsibilities:**

##### **Assessments**

1. To quality assure written assessments for CSci, RSci and RSciTech via the Common Application Process.
2. To quality assure face to face assessments for CSci, RSci and RSciTech via the Common Application Process.
3. To work with the Senior Registration Officer regarding competence report advice.
4. To assist with identifying plagiarism in applications.

##### **Assessor training**

1. To improve and deliver the assessor training to new assessors.
2. To work with the Senior Registration Officer to ensure there is an official sign off process for probationary assessors before becoming active assessors.

## **Quality Assurance and assessor analysis**

1. To quality assure a sample of written assessments across all registers to ensure there is consistency amongst assessors.
2. To quality assure a sample of face-to-face assessments across all registers to ensure there is consistency amongst assessors.
3. To provide feedback to assessors on their assessments.
4. To work with the Senior Registration Officer to maintain the assessor dashboard to ensure that assessors are assessing on a regular basis and keeping their knowledge and skills up to date.

## **Committees**

- To attend the Registration Assessment Committee meeting twice a year to report on progress

## **Qualifications and Experience:**

### **Essential**

- Hold Chartered Scientist status (CSci).
- Have experience of implementing quality assurance processes.
- Have experience of undertaking written/face to face assessments against a set of standards.
- Have an understanding of the context in which the Science Council works (and a willingness to learn more).
- Have a high level of scientific knowledge and its application.
- Have the time required to fulfil the role.

### **Desirable**

- Graduate/Master level.
- Have experience of giving structured feedback.

## **Skills:**

- Good communication skills, both written and verbal
- Excellent organisational skills
- Attention to detail
- Ability to cope with changing priorities

## **Personal qualities:**

- Flexible
- Able to maintain confidentiality
- Interest in science
- Warm but respected

## **Pay Scale:**

**£3,000 per year**