



Science Council

Registration Coordinator - Job Description

Title: Registration Coordinator
Salary: £25k
Working Hours: Full time, 5 days a week (1 FTE)
Type of contract: Fixed term contract for 2 years with possibility of extension.
Reports to: Registration and Licensing Manager

Working Location:

The Science Council's office is based at 71 Central Street London, EC1V 8AB. This role will be flexible between the office and home working with some London and UK-travel expected. (Please note during the COVID pandemic all staff are currently working remotely.)

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 licenses science professional bodies to award one or more of the Science Council Registers to their members: Registered Science Technician (RSciTech), Registered Scientist (RSci), Chartered Scientist (CSci) and Chartered Science Teacher (CSciTeach).

Purpose:

The Routes to Registration Committee (RTR) is a new committee that will be set up in 2022. The Registration Coordinator is a new role that will involve being responsible for the set up and running of this committee as well as providing support to the Registration and Licensing team to ensure that standards are upheld.

Responsibilities:

- To support the Registration and Licensing team within their work.
- To be responsible for the Routes to Registration Committee (RTR), supporting the Registration and Licensing Manager in upholding the standards.

Routes to Registration Committee (RTR)

- Set up and oversee the brand-new Routes to Registration (RTR) Committee, prepare the relevant papers for the committee and be responsible for their programme of work.
- Ensure that follow up actions from the committee are completed and report back to the Registration and Licensing Manager and the Registration Authority (RA) with support of the RTR Chair.
- Create and oversee processes associated with the committee and the nonstandard routes to registration ensuring consistency and the maintenance of standards.
- Support with the creation and amendments of registration guidance documents and support manuals.
- Work with the Technical Pathways Programme team and counterparts in Licensed Bodies around the routes to registration.

Registration and Licensing team

Systems support



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- Support the Registration and Licensing team to manage the systems that support the process of registration with a particular focus on non-standard routes to registration.
- Support for those who need help with applications as well as support for assessors.

Volunteers

- Recruit, train, and support volunteers to ensure consistency.

Executive Support

- Provide general administrative support to the Registration and Licensing Team.
- Maintain Salesforce CRM and other appropriate records.
- May be required to take minutes of meetings as business need arises.
- Support with projects as required within the team.

Monitoring and reporting

- Provide reports to the management team and for the Board to meet their needs for monitoring and governance.
- Report on key stats and feed this back to the Registration and Licensing Manager (e.g., monthly), identifying monthly and end of year trends.

Employees are also required to comply with all Science Council policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

This is a description of the job as it is presently constituted. It is the practice of the Science Council to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

Person Specification

Skills and Experience:

Required

- Experience with supporting successful projects through to completion
- Self-motivated with the ability to work autonomously with minimal supervision
- Process driven with the ability to manage and change processes accordingly
- The ability to develop and maintain order and systems
- Track record of taking responsibility and delivering results
- Highly organised with proven time-management skills
- Excellent communication skills both verbal and written
- Successful experience of working as part of a team to deliver joint objectives
- Proficiency with MS Office suite of applications, in particular Excel, Word and PowerPoint

Desirable

- Experience in setting up and running committees or working groups
- Experience working with and training volunteers
- Experience of maintaining an accurate and compliant CRM or database system (e.g. Salesforce)
- An interest in science and understanding of the science workforce
- Some understanding around technical education and apprenticeships

Personal qualities:



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- Warm and empathetic and the ability to be clear and firm
- Easily adaptable to change
- An ability to stay calm and cope with working under pressure
- A personal commitment to an inclusive approach that values diversity

Our team and values:

We are a small team with staff working across a broad range of areas. We are positive and balanced in our promotion of the contribution of scientists and technicians, and collaborative in our approach to debate and discussion.

As a membership organisation and employer, we work for the benefit and well-being of society. We value diversity and work to create an environment in which everyone feels included and valued.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



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Application Information:

To apply for this role, please submit an up to date CV and covering letter via our online application form outlining your suitability for the role according to the job description and person specification.

Closing date for applications: 10pm on Sunday 6th February 2022

Interviews: Friday 18th February (via Zoom)

Please apply early as we may bring the closing date forward should we receive a high volume of applications.

Referees will only be contacted post the interview stage.

DATA PROTECTION – By submitting an application you agree that the Science Council collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.