

---

# ROUTES TO REGISTRATION (RTR) COMMITTEE MEMBER ROLE DESCRIPTION

## Document Control

Approval date: March 2022

Version No: 1

Issue Date: March 2022

Review date: March 2023

---

### Introduction

The Routes to Registration Committee (RTR) is a sub-committee of the Registration Authority (RA). It has responsibility for overseeing the various new routes to registration to ensure consistency of standards across the Science Council's registers. The committee will be supported by the Registration and Licensing team.

### Role Purpose

The role is to fully participate in the discharge of all Committee functions and responsibilities, as set out in the Committee's terms of reference (TOR). In discharging these functions and responsibilities, each member should foster an effective working relationship with the Chair and other committee members.

In carrying out your role you will be expected to:

- Attend all Committee meetings, being fully prepared and willing to apply your expertise in carrying out your duties as a member of the Committee.
- Demonstrate the highest level of integrity, accountability and honesty in the actions of the Committee.
- Respect and trust between fellow Committee members and management.
- Participate in the evaluation of the Committee's performance to aid development activity.
- Maintain absolute confidentiality of any sensitive and confidential information you receive.
- Always act in the best interests of the Science Council to support our charitable aims and achieve our strategic objectives.
- Comply with the Committee's terms of reference.
- Observe the Science Council's code of conduct, policies and procedures as they relate to volunteers, including annually submitting an up to date Register of Interest form.
- Understand the responsibilities of the position.

### Experience, skills and knowledge

Individuals will have a background in setting professional standards and/or quality assurance. At least half of the Routes to Registration Committee's members will hold Science Council professional registration, therefore eligibility for Science Council registration is highly advantageous. Previous committee experience is also desirable but not essential. Knowledge

and experience of the charitable/not-for-profit sector would be an advantage but is not essential. Members of the committee will ideally have experience in technical education e.g. delivery of apprenticeships or end point assessment and/or further/ or higher education as well as representatives from the Science Council's Licensed Bodies.

Individuals will also have:

- An understanding of the context in which the Science Council works (and a willingness to learn more).
- The ability to understand complex issues and the importance of professional standards in science.
- A strong strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans.
- The ability to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
- The ability to work well as part of a diverse team.
- Good communication and interpersonal skills.
- Objectivity and independence, and able to challenge supportively.

### **Term of appointment**

The RA appoints the RTR members for an initial three-year term; this may be extended for a further two years contingent on the committee lasting until April 2027, provided the person concerned still meets the criteria for membership of the Committee.

### **Commitment**

Committee members should expect to commit between 6-8 full days per annum to the role, including preparing for and attending meetings, and providing advice and input outside of meetings from time to time. The Committee normally holds four meetings per year. They are held during office hours, mainly virtually or in central London if in person and typically last four hours. A commitment to Nolan's seven principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Able and willing to devote the necessary time to the role.

### **Remuneration**

There is no remuneration for this role. However we will reimburse reasonable expenses incurred in carrying out the role in line with the Science Council's external expense policies.