Job Title: Registration and Licensing Manager

Reports to: Chief Executive

Working Hours: Full time, 35 hours per week

Salary: £43,000 per annum

Contract: 12 month's fixed term

Working Location: Flexible between the Science Council office central London and homeworking. With some London and UK-travel expected.

Resources Managed:

Responsible for providing registration and licensing services to over 30 Licensed Bodies and 11,000 registrants.

Overseeing the management of at least 120 assessors

Managing a budget of approx. £100,000.

Responsible for line management of:
Registration and Licensing Executive
Senior/Registration Officer.
Registration Coordinator
Professional Registration Quality Assurer – contracted

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).

The Registration and Licensing Manager role is there to set, uphold and enforce the standards of registration for individual scientists and technicians and licensing of professional bodies.

Job Purpose:

To create and uphold a system that sets, maintains and improves standards for individual scientists, and the licensing and accreditation systems for professional bodies. The focus is to improve the competence and conduct of scientists to maintain public trust, and for their employers and funders to have confidence in their work.

Main Responsibilities and Tasks

Professional Registration

Standards

- Work with the Registration Authority to ensure that registration standards on all Science Council registers are clearly documented, kept in line with best practice, and are effective in maintaining the registers as a mark of a scientist or science technician working at a specified level of competence and conduct.

- Ensure the quality assurance processes and systems used to admit and retain applicants to the registers, including continuing adherence to the appropriate code of conduct and specified CPD standards, are clearly documented and kept in line with best practice.

- Use an appropriate quality assurance system to train assessors from each Licensed Member who are effective in upholding the standards for registration.

The Register

- Ensure that the register contains only those scientists and science technicians who meet the competence and conduct standards.

- Ensure effective processes are in place for gathering complaints and removing registrants not meeting the standards.

- Work closely with the Corporate Services Manager to ensure that all registers are accurate and up-to-date.

Outcomes

- Put in place systems:

    o To monitor and review the effect of professional registration on the perception among stakeholders of the standards and conduct of registered scientists compared to those not registered.

    o That enable the Science Council to demonstrate the value and effectiveness of registration

    o To facilitate the receipt of feedback from stakeholders to enable registration standards and systems to be improved.

Development

- Keep registration standards under review and propose the development of new registers or types of register and registration, such as provisional registration to provide opportunities for all aspiring and practicing scientists.

Licensing

Standards

- Work with the Registration Authority to ensure that licensing standards are clearly documented, kept in line with best practice, and are effective in ensuring Licensed Members

maintain the registers as a mark of a scientist working at a specified level of competence and conduct.

- Manage the application and review process for prospective and active Licensed Members, coordinating assessments and making recommendations as required.

- Maintain appropriate quality assurance systems to ensure that retention of a licence requires continuing adherence to the correct standards for awarding and renewing registration and supporting the growth of the registers.

- Work with the Account Manager (Membership and Licensing) to regularly review Licensed Members' performance with regard to upholding licencing standards, and recommend award or renewal of otherwise of licenses, and provide clear and actionable feedback after each review to the Registration Authority.

- Use an appropriate quality assurance system, recruit and train License Reviewers to be effective in upholding the standards for licencing.

Development

- Stay abreast of best practice in holding licensed organisations to account and in the methodology to ensure reviews provide an accurate picture of the performance of the Licensed Member.

Routes into registration

- Lead the review of the case for accreditation.

- Develop and manage the approval process for apprenticeships schemes and other vocational courses that aligns learning outcomes to the standards of professional registration.

Communication

- Work with the Director of Marketing and Communications to ensure the standards for registration, codes of conduct and other responsibilities of registrants are clearly communicated and easily accessible to potential and existing Licensed Members, trustees, staff and stakeholders, potential and actual registrants and any member of the science community or public at large.

- Work with the Director of Marketing and Communications to ensure that guidance from both the Science Council and Licensed Members for prospective applicants and active registrants is clearly communicated, regularly reviewed and updated, and accurately reflects the standards set by the Registration Authority.

- Be the ambassador for Science Council professional registration standards for scientists, science technicians and science teachers.

- Be part of the team influencing policy makers, research institutions, companies and educational institutions to recognise and support the importance of registration and to support the registration of their staff.

- Be the main point of communication on standards and licensing with sister regulators and registers such as the Engineering Council, and professional bodies within and beyond science.

System Management and Data

- Provide qualitative and quantitative information on the status of each Licensed Member's license so the database and Account Manager (Membership and Licensing) is kept up-to-date, and the Registration Authority has the information it needs to make recommendations to the Board.

- Provide information on application and CPD assessors, and licence reviewers so the database is kept up-to-date.

Monitoring and Reporting

- Report the status and progress of each Licensed Member against agreed standards to colleagues, managers, the Registration Authority and the Board to meet the Science Council's needs for monitoring and governance.

Expertise

- Be the charity expert on standards and quality assurance of registration standards and professional body licensing, to share and develop this knowledge within the Science Council team and Licensed Members.

- Be the charity expert on benchmarking and continuous improvement principles and practice in order to support the Science Council and Licensed Members.

Governance

- Working with the Governance Manager, provide expert advice to the Science Council Board, Science Council Registration Authority and its sub-committees.

Any other duties which fall within the remit of 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. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

PERSON SPECIFICATION

Qualifications and Experience

Essential

Understanding and experience of standard setting and quality assurance within science.

Experience of inspecting against an agreed standard.

Excellent report writing including provision of helpful actionable feedback.

Experience of managing resources to a budget.

Experience of CRM.

Demonstrable track record of building credibility and a mutually respectful relationship with external partners.

Systems and strategic thinker able to help an organisation work out how to make the needed changes and able to see how small changes can improve outcomes.

Line management experience including recruitment and conducting appraisal and objective setting processes

Experience of committee support e.g. planning agendas, agreeing work plans and preparation of papers, and briefing participants.

Desirable

Understanding and experience of standard setting and quality assurance not only within science.

Experience of managing budget setting and systems.

Salesforce experience.

Experience of recruiting committee members, committee engagement and committee governance.

Skills

Essential

Strong relationship building skills

Leadership skills, including the ability to engender the desire to meet high standards, continuous improvement and to mentor organisations to make that improvement.

Ability to interrogate and analyse documentation to establish practice and intention within an organisation.

Skills in process assessment and improvement.

Attention to detail, being methodical, logical and accurate.

Excellent written communication skills.

Strong presentation skills and the ability to facilitate and train.

Strong project management skills, the ability to manage multiple projects and bring them to a successful conclusion within the agreed timescale.

Personal qualities

<u>Essential</u>

Authoritative but tactful approach.

Confident and effective verbal communication.

Able to maintain confidentiality and engender trust.

Willingness and ability to travel to meetings within the UK / Ireland and to attend evening or weekend meetings occasionally.

Interest in science and improving the standards of those practicing science.

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