



## Science Council

### Job Description – Senior Registration and Licensing Officer

**Title:**

Senior Registration and Licensing Officer

**Reports to:**

Registration and Licensing Manager

**Working Hours:**

Full time, 5 days a week

**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.

**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 Senior Registration and Licensing Officer will work with The Registration and Licensing Manager 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.

The Senior Registration and Licensing Officer is responsible for providing executive support to mainly the Registration and Licensing Manager but sometimes also the Registration and Licensing team. The Senior Registration and Licensing Officer is pivotal to ensuring that staff and volunteers at all Member Organisations, as well as Science Council volunteers such as assessors and committee members, have a positive experience of working with the Science Council to assure the public's trust in science.

**Purpose:**

To provide executive support to the Registration and Licensing Manager to allow them to focus on standard setting, the building of the licensing and registration infrastructure and supporting the acquisition strategy so that Licensed Members experience effective and efficient licensing and registration processes. Alongside this, the Senior Registration and Licensing Officer will have designated functions for which they are responsible (notably the Quarterly Data Returns and being the CPD lead). Through effective executive support and system and process improvement, the Senior Registration and Licensing Officer will have an active role in ensuring that licensed members, volunteers, and registrants have a positive and productive experience of working with the Registration and Licensing Team and the Science Council.



### Responsibilities:

#### Executive Support

- Provide general administrative and project support to the Registration and Licensing Manager.
- Manage the diary of the Registration and Licensing Manager, book travel/accommodation where needed and understand high and low priorities. Provide general administrative support to the Registration and Licensing Manager and deal efficiently with queries.
- Understand the Registration and Licensing Manager's needs/requirements to ensure they are well prepared with the information needed to make attending events/meetings as effortless as possible and provide value-added support. This may include preparing reports, documents and presentations for internal and external meetings where appropriate.
- Proactively deal with pre-meeting and follow up actions on behalf of the Registration and Licensing Manager.
- Be the point of contact for internal and external relationships and enable stakeholders to have the appropriate time of the Registration and Licensing Manager, considering relevant priorities and maintaining positive working relationships.
- Maintain Salesforce and other appropriate records relating to the Registration and Licensing Manager and the Senior Registration and Licensing Officer functions.
- Contribute to papers to registration committees if required.
- Required to take minutes of all 3 Registration and Licensing committees and other minutes of meetings as business need arises.

#### Data and systems

- Take responsibility for the administration of the quarterly data returns process.
- Collect, process and quality check the quarterly data returns from Licensed Bodies on a quarterly basis.
- Contribute to improving the data collection and reporting processes within the R and L team.
- Lead on the reconciliation of data to maintain the integrity of the register with support from the Registration and Licensing Manager.

#### Licence Award and Reviews

- Schedule licence reviews and ensure the process is run efficiently i.e., to minimise staff effort on reviews while maintaining and improving the quality of output.
- Book in and liaise with licence reviewers assisting with reviews.
- Liaise with licensed members and ensure accurate collection, sharing and storage of licence review documentation (on Salesforce and via other internal file storing/sharing processes).
- Manage licence records on Salesforce to ensure an accurate audit trail of licences and licence review actions.
- Liaise with licensed members to ensure up-to-date monitoring of their progress with licence review actions.
- Work with the Registration and Licensing Manager to continuously develop and improve the internal systems and processes relating to licence application and review processes.
- Report on Licensed Members status and progress in meeting their licence obligations to colleagues, managers, and the Registration Authority.

#### CPD

- To lead on the creation and review of CPD related processes, training modules and guidance, for members, volunteers and registrants.

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- To be the point of contact for CPD-related queries from members, registrants and other stakeholders.
- To take responsibility for the administration of the Science Council's CPD audit review process (the Joint Monitoring Process).
- Responsible for the Science Council's annual CPD Awards.

### Other

- Assist with volunteer management of licence reviewers and CPD assessors but also of other volunteers working with the registration and licensing team as business needs arise.
- To assist with responding to registration and licensing enquiries received through the registration inbox or through the wider Science Council team.
- To assist and lead on other administrative tasks and projects for the Registration and Licensing team when required.

### Qualifications and Experience:

- Experience of providing effective administrative support to a team
- Proven organisational and co-ordination skills.
- Experience working independently. Experience of diary and event management.
- Minute Taking experience
- Experience of CRMs/Databases, ideally Salesforce

### Skills:

- Excellent communication skills, both written and verbal
- Collaborative and a team player
- Experience of using Excel to a high standard
- Attention to detail
- Ability to cope with changing priorities
- Good time management allowing simultaneous management of multiple projects/priorities.
- Outcome driven but with the ability to understand and improve processes

### Personal qualities:

- Warm but respected
- Able to maintain confidentiality
- An interest in science is desirable

### Pay Scale:

£25-28k depending on experience