Introduction

The Registration Authority is responsible for maintaining robust and high-quality professional standards and a model code of conduct, ensuring that Licensed Bodies adhere to licensing standards and that registrants meet high professional standards.

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. In discharging these functions and responsibilities, each member should foster an effective working relationship with the Chair, other committee members and the executive.

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.
- To 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 Registration Authority’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.

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 Board of Trustees appoints individuals to the Registration Authority for an initial three-year term; this may be extended for a further three years 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 meeting, and providing advice and input outside of meetings from time to time. The Committee normally holds five meetings per year. They are held during office hours, usually virtually or in central London and typically last four hours. There is normally one meeting per year that is an all-day meeting. The role is unpaid but reasonable expenses are payable in line with the Science Council’s external expense policies. 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 our volunteers expenses policy.