

Registration Authority Chair Role Description

Role

The Chair will provide strategic leadership of the Registration Authority, working with Licensed Bodies and other partners in supporting the development and growth of the Science Council's licensing standards and professional registers.

Role of the Registration Authority

The Registration Authority sets the standards for the professional registers and recommends these to the Board for approval; provides model rules of conduct for all registrants and implements a quality assurance system to ensure Licensed Bodies continue to maintain and operate their licence(s) to the required high standards.

Chair's responsibilities

Work with the Vice Chair of the Registration Authority to ensure the Registration Authority discharges its duties effectively, including but not limited to:

- Approving the agenda of meetings and Chair quarterly meetings of the Registration Authority.
- Attending meetings of the Science Council Board (approx. 4 per year) to report on behalf of the RA, ensuring that the Board is provided with sound advice, assurance and useful and timely reports.
- Overseeing development and maintenance of licensing and professional registration standards., appointing subgroups and working parties to carry out specific tasks where appropriate.
- Overseeing the development and maintenance of quality systems for the different routes to registration.
- Representing the RA at meetings with partners and external stakeholders as appropriate and speak on behalf of the Science Council on the increasing role of professionalism.
- Supporting the part that professional registers play in raising the profile of science and the status of scientists.
- Ensuring that the RA and its committees are properly constituted to support delivery of the Science Council's strategic objectives as they pertain to professional recognition and professional standards.
- Lead and guide the RA in identifying, analysing, and acting on emerging trends, risks, and opportunities that could impact the Science Council as they pertain to professional recognition and professional standards.
- Working with and support the Registration and Licensing team to coordinate occasional Licensed Body workshops.

Essential Attributes

- Already hold, or be eligible for, Science Council registration
- A track record of being an effective Chair and strong communicator.
- An ability to influence others of the benefits of professional registration to the individual, to employers and to society.
- An ability to build and foster consensus on issues of standards and process.

- A commitment to the part the professional registers play in raising the profile of science and the status of scientists
- Experience of managing quality assurance processes and systems
- The ability to draw together and examine a range of evidence and data to form reasonable conclusions.
- An ability to build strong links with employers, professional bodies and other organisations across registration and regulation landscapes.

Desirable Attributes

- Experience of strategic leadership within a professional body or regulator
- Conducting licence reviews and reviewing reports
- Reviewing applications for registration and CPD assessments
- Risk management and assessment

Time commitment

This is a role for a period of 3 years, with the potential for renewal for a further period of up to 3 years. The RA Chair is expected to chair quarterly RA meetings and to attend and present at quarterly Board meetings. All RA meetings are held online. Two Board meetings per annum are held in person. The Chair will also be expected to liaise with Science Council staff in between meetings in respect of planning and preparation for meetings, and in respect of post-meeting follow up.

Location

The role will require the Chair to travel in the performance of their duties. They will be expected to have appropriate transport arrangements in place for travel within the UK and it is expected that there would be no limitations to their capacity to travel internationally should the need arise.

Remuneration

This is a voluntary non-executive role. Reasonable out-of-pocket expenses properly incurred in the performance of your duties and will be reimbursed in accordance with our volunteer expenses policy.