

Application Assessor Role Description

Role Purpose

The role is to assess applications for Science Council professional registration according to the Science Council requirements.

In carrying out your role you will be expected to:

- Demonstrate the highest level of integrity, accountability and honesty in the actions of completing assessments.
- Respect and trust fellow Application Assessors and Science Council staff.
- 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.
- Attend training; complete a probation period and refresher training as required.
- Review at least two applications per quarter as necessary against the Science Council standards for the registration.
- Complete the required documentation in detail to show how the applicant does or does not meet the Science Council standard and provide an audit trail.

Experience, Skills & Knowledge

Individuals will bring expertise from their own discipline together with an ability to assess scientists with a whole range of backgrounds, to a common standard.

Essential

- Hold Science Council professional registration.
- Understand the context in which the Science Council works and have a willingness to learn more.
- Can work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
- Have a high level of scientific knowledge and its application.
- Demonstrate good interpersonal skills – including teamwork, motivation, and patience.
- Can work effectively with peers and Science Council Staff.
- Be reliable and punctual.
- Can express independent judgement.
- Have the willingness to learn and develop your skills.

- Have the time required to fulfil the role.

Desirable

- Have experience of interviewing if conducting face-to-face assessments.
- Have experience of giving structured feedback.
- Have experience of assessing – either applications directly or making clear decisions on information against a set criterion.

Terms of Appointment

The individual will attend an assessor training and complete a probation period. Application assessors will be required to undertake refresher training as required.

Commitment

Application Assessors should expect to complete two assessments per quarter. Online assessments typically take around 3 – 4 hours. Application Assessors who opt into assessing face-to-face will usually conduct assessments in central London or via video conferencing. Individual face to face assessments typically take 45 minutes to 1 hour not including prep.

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.