

# IfSE Deputy Professional Development Director – Terms of Reference

## 1. Overview of Position

The Deputy Professional Development Director (DPDD) supports the Professional Development Director (PDD) in setting the strategy and day-to-day managing of IfSE Professional Registration (EngTech, IEng and CEng), and Certification (ASEP, CSEP, ESEP) services to members.

## 2. Succession

The DPDD role will transition into the PDD role at the conclusion of the elected term.

The term of both posts will be 3 years.

Candidates must note that there is a six-year commitment and they should be familiar with the PDD Terms of Reference as well as these.

These Terms of Reference should be reviewed prior to nominations for this position 'going live'

## 3. Responsibilities

- **Professional Registration:**
  - Member of Joint Review Board and all that entails (refer to JRB02-2).
  - Provide support in liaison with the Engineering Council as part of licence conditions (Annual Licence Review, JRB audit, annual CPD sample).
  - Provide support in reviewing/updating Professional Registration governance, process and guidance material.
  - Provide support in delivering training to Assessors and Professional Registration Advisors
  - Promotion of Professional Registration service through webinars and direct engagement with UKAB partners.
- **Certification:**
  - Promotion of Certification service through webinars and direct engagement with UKAB partners.
  - Provide support in developing new opportunities to expand Certification service offering such as Academic Equivalency.
- **General Management:**

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- Contribute to the preparation of the annual financial budget with the PDD and Finance Director / Deputy Finance Director.
- Support the PDD in delivery of professionalisation activities.

### 4. Authority

Member of the Joint Review Board (JRB) which oversees and ratifies the professional registration activities of IfSE and the Institute for Explosive Engineers (IExpE)

### 5. Accountability

As stipulated in IfSE UK articles, rules and policies.

- Compliance with directives on conflict of interest and all policies and procedures of the organisation
- Accountable for discharge of the above responsibilities, and achievement of the objectives, under the direction of the Council.

### 6. Accreditation

- The Deputy Director must be Professionally Registered as a Chartered Engineer at the point of election or obtain chartered status within six months of appointment and continue for the remainder of the term.
- It is preferred that the Deputy Director is Professionally Certified as CSEP or ESEP.

### 7. Benefits

The IfSE DPDD is an important role and will give the holder greater insight into the process and governance of IfSE Professional Registration and Certification services as well as the workings of the Engineering Council's licencing, quality assurance and accreditation processes.

The role will give the individual excellent opportunities to network both within IfSE and with other parties (Engineering Council, Royal Academy, IFATE, other PEIs). The role will also give an insight into the workings of IfSE and have an opportunity to contribute to the direction of the institute.

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## 8. Required Skills

- Must hold CEng title or be working to obtain Chartered status within six months of appointment and ideally hold a grade of Certification (ASEP, CSEP or ESEP)
- Not required at outset but must be willing to be trained as a Professional Registration Assessor.
- Excellent communication skills and ideally some experience of delivering training material in a variety of formats.
- Previous experience of mentoring/coaching junior staff would be beneficial.