

# Professional Reviewer (Virtual Panel) Role Specification



## **Introduction:-**

The aim of this role is to provide professional evaluation and guidance to the Membership, Education and Registration Committee (MERC) on applications from registrants with a view to maintaining the quality of registrations in the best interests of registrants and The Welding Institute. The Virtual Panel review is conducted monthly via email and can be done as and when it is suitable for the reviewers. Volunteers are allocated a specific month during the year to be on the rota for applications, normally no more than twice during the year. Assessments are required to be returned within the week.

## **Benefits**

Continuing professional development including project and personal management skills  
Acquisition of transferable skills  
Development of job knowledge  
Opportunities to develop contacts and expand personal networks

## **Responsibilities:-**

To provide evaluation, guidance and advice on written applications  
To challenge and endorse the work of applicants in order to strengthen the content and quality of applications  
To liaise with the Professional Membership Office to improve the process and outcomes for applicants  
To monitor and promote high professional standards as an endorsement of The Welding Institute's credentials.  
To champion the recruitment and retention of members

## **Role Requirements:-**

Knowledge of engineering, with specialist knowledge if possible.  
Practical and significant work place experience in engineering  
Understanding of the role and functioning of partner organisations e.g. Engineering Council,  
Understanding of evaluation and auditing techniques in relation to professional development  
Knowledge and understanding of membership and registration processes  
Understanding of current practises and applications of technologies in the work place.

## **Personal attributes:-**

Experience of objectively interpreting, analysing and evaluating written documentation  
Ability to interpret and apply guidance, information and standards  
Ability to communicate clearly and in writing  
Ability to meet deadlines  
Ability to use and to have access to electronic document management technology.  
Ability to objectively and impartially represent The Welding Institute's aims and objectives  
Understanding of the work of The Welding Institutes committees and panels

## **Practicalities:-**

The Term of Office for this position is 2 years  
Volunteers will be reimbursed for reasonable out of pocket expenses - See the Volunteers Guidance leaflet, 'Get involved!'  
All volunteers are expected to act in accordance with the Institutes Code of Conduct.

## **Appointment Process**

To become a Virtual Panel Assessor, applicants need to be a Member of the Institute and preferably hold professional Membership to a minimum of IEng. Volunteers will be asked to undertake a short training programme involving a short formal training session followed by two practise exercises. On satisfactory completion of the training programme, volunteers are appointed for 2 years. Appointment can be extended on successful completion of refresher training and assessment.

If you'd like to *Get Involved* contact us at  
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