**Chair of the Professional Standards & Development Board (PSDB)**

**Role**

This role focusses on being the lead Active Supporter and Volunteer (ASV) for all licenced activity, and for the IOM3 Code of Professional Conduct and Disciplinary and Appeals Procedure. This role also involves being a trustee of IOM3 and a member of the Executive Board.

**Duties**

* Lead and chair the PSDB in its work.
* Give direction and oversight to its reporting committees, currently the Membership Committee, and the Accreditation and Professional Formation Committee.
* Ensure that IOM3 meets the requirements of its professional registration licensing bodies, currently the Engineering Council, the Science Council, and the Society for the Environment, from which it holds licences to award professional registration and accredit university courses and industrial individual professional development (IPD) schemes.
* Work with the Director of Membership & Professional Standards to maintain and develop related activities, particularly growing membership, professional registration, and accreditation, and improving procedures whilst maintaining professional standards.
* Ensure the Professional Assessment Manual (PAM) is kept up to date.
* Appoint, in accordance with IOM3 policy and in collaboration with the aforesaid Director, appropriate members to the PSDB to give a balance of experience, technical disciplines and diversity.
* Work with the aforesaid Director to identify and nominate suitably qualified IOM3 members for ASV roles of its licensing bodies.
* Participate, where appropriate, in the reviews conducted by the licensing bodies of the professional registration and accreditation activities of IOM3 and ensure subsequent requirements and recommendations meet the appropriate standards that will enable IOM3 to continue as a licenced body.
* Work in collaboration with the aforesaid Director to maintain the Code of Professional Conduct and Disciplinary and Appeals Procedure documents, in addition to conducting the initial investigation of complaints against IOM3 members.
* Work with the aforesaid Director to conduct non-compliance investigations of IOM3 professional registrants and others refusing to submit CPD records when required.
* Be an active member and Trustee of the Executive Board and to report progress and issues as well as seeking approval of changes to standards and procedures.

**Requirements**

* The Chair must hold the Fellow (FIMMM) membership grade in addition to being a Chartered Engineer (CEng) registered through IOM3 and have held both credentials for at least six years. Being registered as a Chartered Scientist (CSci) and/or Chartered Environmentalist (CEnv) would be an advantage but not essential.
* The Chair must hold current IOM3 licenced activity assessor certification and have at least six years’ current experience as a Professional Review Interviewer or as an accreditation assessor, and have been active on the PSDB or one of its Committees.
* Experience of chairing committees of volunteers would be a significant asset.
* The Chair must meet the initial and ongoing requirements to be an IOM3 Trustee and member of the Executive Board.