

Role Description

Assessor

This role description aims to outline the role of Assessor for membership to the Chartered Institution of Water and Environmental Management (CIWEM).

The role

Written applications to Membership of CIWEM, as well as the additional registrations offered by CIWEM for Chartered Engineer (CEng), Chartered Scientist (CSci) and Chartered Environmentalist (CEnv), are reviewed by trained CIWEM Assessors. CIWEM Assessors play a vital role in the application process, ensuring CIWEM's high professional standards are maintained throughout the assessment process.

CIWEM Assessors ensure all candidates receive a consistent standard across all applications and constructive feedback on their submissions.

What's involved?

- Assessing written submissions for membership of CIWEM (including C.WEM, FCIWEM and C.WEM, MCIWEM) and additional submissions for any other professional registrations you hold (including CEng, CSci and/or CEnv).
- Assessing resubmissions where candidates have responded to your assessor feedback on any earlier submissions.
- Providing clear, concise, constructive and consistent written feedback to successful and unsuccessful candidates to the CIWEM executive team.
- Attending and participating in annual Assessor training and completing online training modules.

Why join as an Assessor

- Play a vital role in safeguarding CIWEM's professional standards.
- Network with CIWEM members and other Assessors.
- Keep up to date with key industry developments and innovations across all aspects of the water and environmental management sector.
- Contribute to shape the strategic direction of the Institution.
- Support others in gaining professional registration.

What's expected of an Assessor?

Expected responsibilities and commitments:

- Making sufficient time available to be able to assess up to eight first time submissions or re-submissions during an application cycle. Assessors are expected to commit to conducting assessment for at least one application cycle in each calendar year.
- Providing feedback on all mandatory competencies for each Chartership applicant by agreed deadlines.
- Carrying out assessments in accordance with the best practice set out by CIWEM during training.
- Attending annual refresher training conducted by CIWEM and completing any online assessor training modules as directed by CIWEM.
- Reading the application guidance and all supplementary resources that are available to candidates.
- Notifying the Membership Team of any potential conflict of interest arising in connection with this role, as soon as any conflict arises.
- Observing the confidentiality of all submission documents in line with CIWEM's data protection policy and in line with GDPR.
- Responding promptly to queries from the CIWEM executive on assessment feedback.

About you

You will be an active Chartered Member of CIWEM. All Assessors are required to maintain up to date CPD records.

This role will suit those with:

- Excellent communication skills, in particular written communication skills.
- Good analytical skills and the ability to summarise detailed information effectively.
- Willingness to devote time to the role and the ability to deliver quality feedback during the assessment period.
- A keen interest in professional standards and development, including a willingness to provide positive and constructive feedback.
- A keen interest in membership assessment procedures.
- Willingness to act as an ambassador for CIWEM to promote its membership and professional standards.

Remuneration

As a not for profit institution CIWEM is unable to provide remuneration for this role. Travel and subsistence is reimbursed in line with CIWEM policy, additional details can be provided by the CIWEM executive.