

## Role Description

### Interviewer

#### Chartered and Water Environmental Manager (C.WEM)

Chartership is a globally recognised qualification with real status; an achievement you can be genuinely proud of. It makes a very clear statement about your professional identity and the nature of your expertise. It opens career opportunities and provides assurance to others of your exceptional competence.

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

#### The role

Applications to Chartership of CIWEM (C.WEM), as well as the additional registrations offered, including Chartered Engineer (CEng), Chartered Environmentalist (CEnv), and Chartered Scientist (CSci), undertake a Professional Review Interview (PRI), undertaken by a panel of trained CIWEM Interviewers. CIWEM Interviewers play a vital role in the application process, ensuring CIWEM's high professional standards are maintained throughout the assessment process.

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

#### What's involved?

- Undertaking PRI's for Chartered membership (C.WEM) of CIWEM and additional professional registrations you may hold (including CEng, CEnv and CSci).
- Providing clear, concise, constructive and consistent written feedback to successful and unsuccessful applicants.
- Attending and participating in annual Interviewer training and completing online training modules.

#### Why join as an Interviewer

- Play a vital role in safeguarding CIWEM's professional standards.
- Network with CIWEM members and other Interviewers.
- 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 Interviewer?**

Expected responsibilities and commitments:

- Making sufficient time available to be able to interview up to six applicants during an application cycle, including review of the written application beforehand. Interviewers are expected to commit to conducting interviews for at least one application cycle in each calendar year. Interviews generally take place online via Zoom.
- Providing feedback on all mandatory competencies for each applicant by agreed deadlines.
- Carrying out interviews in accordance with the best practice set out by CIWEM during training.
- Attending annual refresher training conducted by CIWEM and completing any online interviewer training modules as directed by CIWEM.
- Reading the application guidance and all supplementary resources that are available to applicants.
- 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 compliance 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 Interviewers are required to maintain up to date CPD records.

This role will suit those with:

- Excellent communication skills, in particular verbal communication skills.
- Good analytical skills and the ability to summarise detailed information effectively.
- Willingness to devote time to the role and ability to deliver quality feedback during the assessment period, including maintaining your continuing professional development.
- 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.