

Accreditation Assessor Role Description

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

The role

CIWEM accredits a wide variety of university programmes, professional development schemes and Continuing Professional Development (CPD) activities, both within the UK and internationally. All written applications to CIWEM accreditation are reviewed by trained CIWEM Assessors. An accreditation visit is required for university programme and professional development scheme accreditations, undertaken by a panel of 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 applicants receive a consistent standard across all applications and constructive feedback on their submissions.

What's involved?

- Assessing written submissions for CIWEM accreditation, including resubmissions where applicants have responded to your assessor feedback on any earlier submissions.
- Undertaking accreditation visits.
- Reviewing accreditation reports, including accreditation visit reports and annual monitoring reports.
- Providing clear, concise, constructive and consistent written feedback to applications and accreditation reports to the CIWEM executive team.
- Attending and participating in Assessor induction and training.

Why join as an Assessor

- Play a vital role in safeguarding CIWEM's professional standards.
- Network with academics, industry professionals, CIWEM members and other Assessors.
- Keep up to date with key academic and industry developments across all aspects related to water and environmental management.
- Exhibit your personal commitment to uphold excellence in professional standards.
- Contribute to the education excellence of CIWEM's accreditation programmes and schemes.
- Supporting future generations and helping CIWEM to build a global community of professionals who are dedicated to working for the public benefit.

What's expected of an Assessor?

Expected responsibilities and commitments:

- Making sufficient time available to be able to assess up to 3 CPD applications and undertake up to 3 accreditation visits, including review of the written application beforehand, in each calendar year. Assessors are expected to commit to conducting assessment for at least one CPD application and attending at least one accreditation visit in each calendar year. Accreditation visits generally take place over a two-day period on campus of a university or onsite of a business. Virtual accreditation visits last for one day.
- Carrying out assessments and accreditation visits in accordance with the best practice set out by CIWEM during training.
- Providing feedback on applications by agreed deadlines.
- Reading the application guidance and all supplementary resources that are available to applicants.
- Notifying the Accreditation 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.
- Attending assessor refresher training as directed by CIWEM.

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, 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 accreditation assessment procedures and professional standards.
- A passion for the quality assurance of educational activities and professional development.
- Willingness to act as an ambassador for CIWEM to promote its accreditation activities and professional standards.
- The desire and determination to help the growth of CIWEM's accreditation schemes and increase the number of accredited activities.
- An awareness of higher education and/or professional learning and development.

Remuneration

As a not for profit institution CIWEM is unable to provide remuneration for this role. Travel and subsistence for attending meetings and for undertaking accreditation visits on behalf of the Institution is reimbursed in line with CIWEM policy, additional details can be provided by the CIWEM executive.