

Chartered Chemist assessor for the Royal Society of Chemistry: Volunteer role and specification

Introduction to assessing for the Royal Society of Chemistry

Our Royal Charter was granted in 1980, and states that the object for which we are constituted is "the general advancement of chemical science and its application and for that purpose covering (amongst others):

- to establish, uphold and advance the standards of qualification, competence and conduct of those who practise chemistry as a profession.

Our highest professional award, Chartered Chemist (CChem), is peer-reviewed which means all CChem applications have been assessed by CChem-holding members of our community. Our CChem assessors are volunteers who work with us to ensure applications meet our high standards of competence and conduct for professional chemists. CChem assessors review applications from our Members against the 14 professional attributes to ensure the application and associated portfolio of evidence demonstrates clearly how the applicant has met each of the attributes. Each application is assessed by two assessors. All assessments are carried out on-line via the membership area.

We welcome applications from members across all chemical science areas who hold CChem status to become a CChem assessor, including those from laboratory, education (secondary and further), academia, and non-laboratory-based backgrounds.

Role Description

The role of the CChem assessor is to make a judgement on whether to recommend members be awarded the award of CChem. This will involve

- Conducting assessments of members to confer CChem and maintain status which includes:
 - review of electronic submission documentation and where necessary sitting on the interview panel for assessments which includes pre-interview preparation (reading through the application) and liaising with other assessors and RSC staff about interview questions.
 - Assessing CPD requirements for the maintaining of CChem status from those CChem holders who are chosen for audit.
- Attending, and contributing to assessor training (1 per year)
- Undertaking the assessments in a timely fashion (within 4 weeks of receipt).
- Telling the Royal Society of Chemistry staff who manage the applications when you are unable to conduct assessments.
- Acting in an advisory capacity to support the Chartership and Accreditation team and contribute to the continuous improvement of the RSC processes.

- Collaborating with the Royal Society of Chemistry to raise awareness of the award of CChem, employer accreditation* and the assessor role (e.g as a guest speaker at an event such as the on-line CChem conference).
- Maintain regular and timely contact with Royal Society of Chemistry staff who manage the applications.
- Provide unbiased constructive feedback about the applications.
- Conduct assessments confidentially including adhering to RSC's data protection practices with respect to storing application documentation.

Eligibility criteria

Essential criteria:

- Be a Member (MRSC) or Fellow (FRSC) of the Royal Society of Chemistry who holds Chartered Chemist (CChem) status
- Experience in mentoring or supporting professional development
- Work without discrimination and bias
- Make decisions in an ethical manner and respect the confidentiality of all applications.
- Be familiar with the Royal Society of Chemistry's code of conduct for members
- Maintain an up-to-date record of your Continuing Professional Development activities

Desirable experience:

- Experience mentoring individuals through CChem applications
- Understanding of the breadth of roles within the chemical sciences
- Commitment to maintaining professional standards

Application process

To apply please send in a CV and a short paragraph (300 words) to tell us why you want to become a CChem assessor to cchem@rsc.org. Applications are considered by the Admissions Committee and their decision is final.

Support available to you

As a promoter of inclusion and diversity practices, we will:

- Help you to make sure you have included all the right information on your application
- Provide training when you have been approved and provide ongoing training throughout your time as a CChem assessor
- Provide on-going support as necessary throughout your term as an assessor.

Time commitment

You will have up to 1 month to review individual applications. We average approximately 180 CChem applications per year, these are spread out amongst a number of assessors, you will be asked to assess approximately 15 applications a

year. This number may be higher or lower; we ask all assessors to inform the office when they are unable to assess – e.g. when on holiday or during a period of high workload.

We would also ask you to assess 5-10 CPD returns a year, these are shorter documents and should take approximately 20 minutes each. They come into the office between May and September.

Term of service

Three years, which can be extended for further terms of five years.

Our codes of conduct

- Volunteer principles <https://www.rsc.org/funding-and-support/volunteering>
- Code of Conduct <https://www.rsc.org/globalassets/03-membership-community/join-us/membership-regulations/rsc-code-of-conduct-final.pdf>

*Where a company has its training accredited by the RSC as meeting the requirements of Chartership