

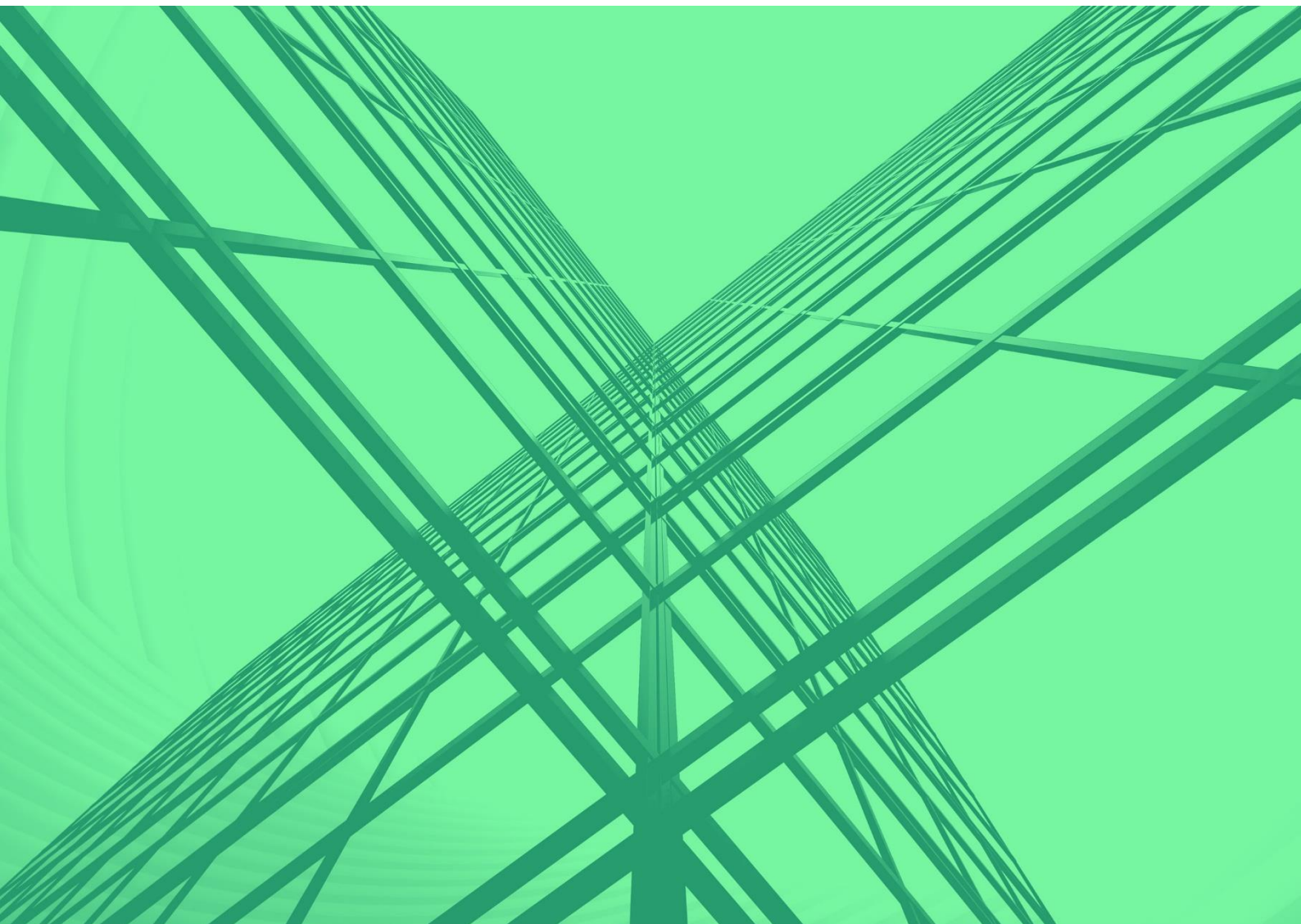
# Examination and PRI Officer

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**CANDIDATE PACK**

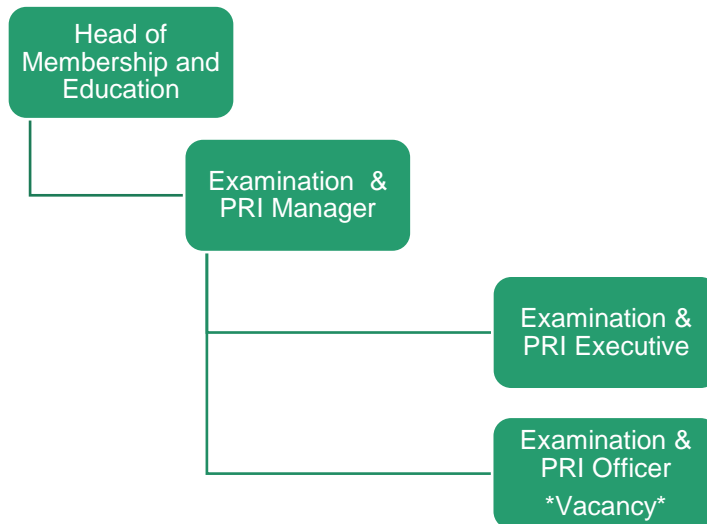
Part Time

21 hours per week



## The Membership and Education Department

The Examination and PRI Team is a small team of three that form part of the wider Membership and Education Department, all of which report into the Head of Membership and Education.



The Professional Review process contains the essential elements for a structural engineer to become professionally registered with the Institution. The Examination and PRI Officer will undertake operational activities to ensure the smooth running of both elements, providing members with a seamless link between the two stages. The Officer will support the Examination and PRI Executive with processing of all applications. They will also be responsible for overseeing the Certificate in Structural Behaviour online examination, including reporting of data to the relevant Panels and Committees.

## Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

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# Job description and person specification

## 1. Job details

<b>Job title:</b>	Examination and PRI Officer (Part-time 0.6 FTE)
<b>Reports to:</b>	Examination and PRI Manager
<b>Date:</b>	May 2022
<b>Location:</b>	The Institution's HQ, London or elsewhere as reasonably required.

## 2. Job purpose

To contribute to the smooth running of operational activities within the Institution's Examination and PRI Department through the efficient processing of applications and supporting examination processes.

To oversee the Institution's Certificate in Structural Behaviour Examination by processing candidate sign ups, issuing results and providing feedback to candidates.

## 3. Role and responsibilities

### Examinations

1. Support the entry of candidates into the Institution's various examinations, including processing online application forms and payments, and the issuing of exam instructions.
2. Assist with the sending of examination materials to centres and ensuring the safe return of examination scripts.
3. Support the accurate scanning and filing of exam scripts within the prescribed time frame.
4. Manage the Certificate in Structural Behaviour (CiSB) Examination by processing candidate sign ups, issuing results, providing feedback and acting as the first point of contact for any enquiries.
5. Produce statistics and reports from the CiSB examination platform as needed.

### Professional Review Interviews

1. Support the PRI process by processing online application forms and payments.
2. Assist with the collation and dissemination of PRI applications to the Regional Group PRI Co-ordinators within the agreed time frame.
3. Attend the annual PRI Seminar and contribute to discussions.
4. Assist with the logging of PRI results and the subsequent reporting to the A&PR Panel.

#### **4. General responsibilities**

1. Support the Examination and PRI Manager in achieving departmental objectives.
2. Make suggestions for improving processes, systems etc. which support the efficiency and day to day running of the department.
3. Comply with all Institution Policy and Procedures.
4. Any other reasonable ad hoc duties as required.

#### **5. Communications and working relationships**

1. Members of the Institution both existing and potential
2. Committees and panels in particular the Examinations Panel, Application and Professional Review Panel, and Membership Committee.
3. Employees and other departments within the Institution.
4. Other volunteers (in addition to Institution members) associated with examination and PRI activities.

## 6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<b><u>Qualifications and Knowledge</u></b>	
Experience of working in the examinations field (preferably within the professional membership sector)	E (D)
<b><u>Skills</u></b>	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent interpersonal skills with the confidence to work with professionally qualified volunteer Chairs/panel members and internal colleagues.	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E
Flexible, resourceful and self-motivated with a passion to deliver an excellent level of service to the members and provide membership support.	E
Ability to work in a small team and collaboratively with other departments, committees and members.	E
Appetite to learn, build on knowledge and current experience to further develop an understanding of academic qualifications and routes to membership.	E
IT Skills:	
Word/Outlook/Excel/PowerPoint to intermediate/advanced standard	E
Customer Relationship Management (CRM) or Database systems	E
<b><u>Experience</u></b>	
Providing support and administration within a member services and/or education department or similar (ideally gained in a membership/professional body, educational establishment or similar)	E (D)
Delivering administrative and secretariat support (ideally gained in a professional membership environment or an examination/awarding body/regulator)	E (D)
Preparing agendas, producing minutes, letters and report writing	E
Using CRM systems to ensure effective data maintenance, processing/inputting and ongoing updating of information/applications	E
Acting as a first point of contact providing information and guidance to external existing and potential clients/members and educational establishments (ideally regarding professional recognition routes or similar)	E (D)

Criteria	Essential/Desirable
Preparing and delivering presentations.	D
Planning, preparing and delivering events/conferences, ideally aimed at students and/or academics.	D

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This job description does not form part of the contract of employment and may be subject to change.

## Salary and package details

Salary: £26,000 - £28,000 FTE subject to experience  
(pro rata for part time hours)

Contract: Part Time – 21 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

### Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 23 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave

### Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

### On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies



## How to apply; the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

*If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.*

Applicants must possess a current right to work in the UK.

*The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.*

The selection process will consist of a job-related assessment followed by a face-to-face interview with the manager for this post (Examination and PRI Manager) and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution. The second stage of the selection process will be a face-to-face interview with the Examination and PRI Manager and the Head of Membership and Education.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

## The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

### Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

### Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

#### Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

#### Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

#### Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

## Our Work

### Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

### Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

### Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

### Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

### Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

# Organisational Structure

