



## THE GEOLOGICAL SOCIETY

### Scrutineer: Job Description and Person Description

The role of Scrutineer is vital to the Geological Society's process of awarding Chartered status (CGeol, CSci and possibly CEnv in the future). Chartered status demonstrates to society in general that an individual is regarded by his/her peers as competent to practice as a professional within their chosen field of geology. Two Scrutineers assess each application for Chartered status, and recommend to the Chartership Panel the decision that the Society should make in each case. In addition to helping individual applicants progress in their careers through independent recognition of their level of professional competence, the work of the Scrutineers is vital in enhancing the professional reputation of the Society overall.

#### Job Description

##### 1) Place in the management structure

- Scrutineers are accountable to the Professional Secretary, through delegated responsibility to the Chartership Panel.
- The Chartership Panel liaises on a case-by-case basis with Scrutineers, and is responsible for deciding which Scrutineers are allocated to each application for Chartered status.
- The Chartership Officer liaises with the Chartership Panel, and provides advisory support to Scrutineers if required.
- Administrative support is provided by the Society through its staff at Burlington House, who provide the point of contact with applicants.

##### 2) What the Scrutineer does

- Two Scrutineers review each application, consulting the written submitted case and then conducting a Professional Interview, after which the Scrutineers recommend a course of action to the Chartership Panel.
- Individually, a Scrutineer will be contacted by Burlington House to determine his/her availability, and to confirm that the professional area of work of the Scrutineer is appropriate for the specific application.
- He/she will then be sent the written case submitted by the applicant, together with the name and contact information of the second Scrutineer.
- After reviewing the written case, the Scrutineers will confer to plan the conduct of the Professional interview.
- At one of the set dates in the Chartership calendar, the Scrutineer will attend a specified location at which he/she will participate in an initial briefing, then conduct the interviews coming to a decision in each case, and finally attend a debriefing (at which difficult decisions can be raised, subject to confidentiality) prior to departure.
- Immediately on completion of the interview the Scrutineers complete the required paperwork, and submit this to the Chartership Officer before they disperse.
- Experienced Scrutineers are expected to provide training to new or observer Scrutineers as part of the process of disseminating best practice.
- In accordance with the Society's charitable status, Scrutineers will not receive honoraria or other payments for their time but all reasonable travel expenses will be met.

##### 3) The Scrutineer's commitment

- It is important that the Scrutineer is able to allocate sufficient time to the process of assessing an application, given the serious nature of the task involved.

- It is important that the Scrutineer is able to carry out his/her work within the timescale imposed by the dates of the Professional Interviews.
- Typically, it may take 2-3 hours to read and consider the written submission, including drafting a brief report.
- The Professional Interview commitment amounts to a maximum of 7-8 hours plus travel.
- If a Scrutineer is unable to carry out the work according to the required timetable, he/she must notify the Office without delay, so a substitute can be found.
- A Scrutineer will be expected to attend no more than 2 interview days each year; most will attend just one at their nearest interview centre.
- A Scrutineer will be expected to consider no more than 2 applications for Chartered Status on a single occasion.
- A Scrutineer may be called upon to act as a reserve, and be able to act in that capacity at a Regional Interview Centre should a nominated Scrutineer be prevented from attending.
- A Scrutineer will agree to his/her name being published on a list of Scrutineers, together with brief and relevant details of his/her areas of expertise and geographical location. The Scrutineers will of course be made known to applicants, but the names of Scrutineers will not be published in association with the names of candidates.

#### **4) Recognition of the Scrutineers' contribution**

- The Society holds the role of Scrutineer as one of substantial esteem from peers within the Profession.
- Accordingly, the Society will publish the names of Scrutineers on the website, in the Annual Report, and in occasional publications.
- The contribution made by Scrutineers will be recognized by the Society's CPD scheme.
- Scrutineers will be invited to attend an event in London.
- Expenses incurred by Scrutineers in connection with their attendance at an interview centre will be reimbursed by the Society.

### **Person Description**

The qualifications required of a Scrutineer are as follows:

- 1) Chartered Geologist or Chartered Scientist.
- 2) Some Scrutineers will also be EurGeols.
- 3) Scrutineers will have demonstrable experience of supervision of the careers within Geology of junior professional staff, including fresh graduates, for example through a management or mentoring role that involves the execution of performance reviews in addition to line management duties.
- 4) Awareness of the importance of Chartered status within their chosen area of the Profession, demonstrated by experience in (for example) tender/bid preparation (in the commercial sector) or preparation of review documentation (such as a teaching quality review in the university sector), or other substantial documentation that requires evidence of professional competence.

In the interests of its diverse membership, the Society encourages applications for Scrutineer from both women and men, from varied ethnic groups, and from Fellows who exercise professional competence whilst managing a disability.

**David Manning**  
Professional Secretary

November 2009