



The
Geological
Society

Chartership Officer

Appointment Brief

September 2018

About us

The Geological Society of London aims to improve knowledge and understanding of the Earth, to promote Earth science education and awareness, and to promote professional excellence and standards in the work of Earth scientists, for the public good. Founded in 1807, it is the oldest national geological society in the world and is both a professional body and a learned society. Today, it is a world-leading communicator of Earth science through its scholarly publishing, library and information services, cutting-edge scientific conferences, education activities and public outreach. It also provides impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

The Society is the UK's professional body for Earth sciences and has a worldwide membership (Fellowship) of c. 12,500. Membership is growing year-on-year and, amongst younger members, gender balance is good. More than 2,000 of its members (Fellows) live overseas, with a strong presence in Hong Kong. Approximately 3,000 are Chartered Geologists or Chartered Scientists - professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics. The Society is licensed by the European Federation of Geologists to award the title of European Geologist and works with partner bodies in the UK to maintain specialist professional registers. It accredits undergraduate and MSc degree programmes, and in-house professional training schemes provided by employers.

The Geological Society organises scientific meetings and events in London and across the UK. It publishes a range of scientific journals and thematic volumes that are internationally recognised for their quality and are available online and in print to its members and to libraries worldwide (www.lyellcollection.org).

The Society has built a reputation for providing policy-makers with impartial and authoritative input and advice based on sound science, including potentially contentious issues such as shale gas, radioactive waste, and mineral extraction (www.geolsoc.org.uk/geology-for-society).

The Society is a registered charity, with an annual turnover of nearly £6 Million, a balance sheet of £9 Million, and a staff of around 60 located in London and Bath.

The Society's 2017-27 strategy can be found at <http://www.geolsoc.org.uk/strategy>, and our latest Annual Review is at <http://www.geolsoc.org.uk/annualreview>.

The Geological Society's people

The **Senior Leadership Team** consists of the Executive Secretary and three Directors:

- Executive Secretary – responsible for delivery of the 2017-27 strategy and for the leadership and management of the staff at Burlington House in London and at our Publishing House in Bath,
- Director of Finance and Operations – responsible for finance, membership, facilities, IT and HR,
- Director of Science and Communications – responsible for science, education, events, and external communications,
- Director of Publishing – responsible for the Society's scientific publishing operations based in Bath.

The Society is governed by a 23-strong Council who are trustees representing the wider membership. The Council is led and chaired by the President, who is elected for a two-year term. Four honorary secretaries and up to four Vice-Presidents from within Council are responsible for key areas of activity, working with the staff, committees and others.

Volunteers from the Society's 12,500 members play an essential role in running the Society and delivering its activities, working in partnership with the staff, from participation in committees and working groups to convening conferences, editing publications, communication and outreach work.

Role profile

Title: Chartership Officer

Responsible to: Executive Secretary

Responsible for: No direct reports

Location: Not fixed, but frequent visits to the Society's offices at Burlington House and other locations will be required.

Working hours: Up to 80 hours or ten days per month. The workload varies throughout the year, and some flexibility is required to attend evening events.

Remuneration: Daily rate

The Society is willing to consider a job-sharing arrangement for this post.

Purpose

The Geological Society promotes and implements the adoption of professional standards in the geosciences principally by awarding Chartered status (CGeol and CSci), so demonstrating that an individual is regarded by his/her peers as competent to practice as a professional within their chosen field. While take-up of Chartership is strong and continues to increase in some sectors (e.g. ground engineering), there are clear opportunities to raise awareness and grow Chartership in other geoscience sectors.

The Society's Chartership Officer plays a pivotal role in promoting and developing Chartership, facilitating the accreditation process, and responding to enquiries. The position is available due to the retirement of the current post-holder.

Responsibilities

The Chartership Officer:

- supports the process of application for Chartership by:
 - assisting applicants to ensure that their application demonstrates as clearly as possible that they have achieved the required level of competence,
 - selecting Scrutineers and assisting them by screening applications prior to interview to ensure that they are adequately prepared, and providing advice concerning specific applications, and
 - providing advice on technical professional matters to applicants, Scrutineers, members of the Chartership Committee and Geological Society staff;
- manages and attends all Interview events, ensuring their proper conduct and assisting all parties in matters concerning the decision-making process;
- organises and leads regular Scrutineers' training events, assisted by the Vice-President Chartership;
- attends all meetings of the Chartership Committee in London and the regions, assisting the Chair in the execution of the Committee's business;
- assists the Chartership Committee by monitoring the use in practice of the criteria for Chartered status, advising on revision and correction that might be needed in the light of experience;
- works with other Officers and members of the Professional Committee, including the Regional Group Chairs, to communicate the Chartership process to Fellows, through presentations and other activities;

- works with the Fellowship Office in Burlington House to promote Chartership to Fellows, to academics, to employers and to others;
- attends meetings with companies and Regional Groups, and other events such as the Society's Careers Days, to promote and develop the uptake of Chartership and professional competency registers;
- produces a Chartered Fellows' Newsletter 5 times a year;
- Administers the Accreditation of in-house company training schemes;
- Administers the Accreditation and endorsement of training courses.

Person specification

Candidates for this role will be required to demonstrate a range of skills, competencies and abilities for the post. The successful candidate will be an earth sciences graduate who is committed to the Society's objectives in service of science, fellowship and society, and be able to show the following qualities and experience:

- Chartered Geologist or Chartered Scientist;
- Experience of working as a Chartership Scrutineer is desirable;
- Willingness to attend regional meetings and interview venues that involve overnight stays away from home, including periodic visits abroad;
- Commitment to the importance of Chartered status within the Profession, demonstrated (for example) by leadership experience at the interface between the Profession, other Professional bodies and non-geologists;
- Tact, tenacity and a willingness to work in partnership with others.

The Geological Society is committed to diversity, equal opportunities and inclusion in the work place. The post holder will be expected to embrace and contribute to this environment.

How to apply

To apply for this position, please forward a copy of your CV together with a cover letter and a supporting statement to recruitment@geolsoc.org.uk. Please ensure that your application fully addresses the appointment criteria set out in the person specification.

You should provide the names, positions, organisations, contact telephone numbers and email addresses of two referees, one of whom should be your current or most recent employer. References will only be taken once your express permission has been given.

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your mobile and home telephone numbers, as well as dates when you will not be available or might have difficulty with the indicative timetable.

RECRUITMENT TIMETABLE

Closing date for applications: Friday October 5th 2018

Interviews: Late October-early November

Queries

If you have any queries on any aspect of the appointment process, need additional information or would like to have an informal discussion, please contact the Executive Secretary at richard.hughes@geolsoc.org.uk.