

# Professional Review Interviewer (PRI)

## Volunteer Role Descriptor

### 1. Introduction

The Membership Committee oversees IMarEST's professional qualification worldwide with regards to assessment competency.

The Professional Review Interviewer role described carries out the Professional Review for candidates seeking election to Chartered Engineer and Incorporated Engineer. This comprises two mandatory elements, the assessment of documentary evidence (in the form of a formal application to IMarEST), and the interview.

Both elements of the Professional Review are conducted by two suitably qualified and trained Interviewers who are members/registrants at or above the category in which the applicant is seeking membership/registration. Interviews tend to be held online, with some interviews occasionally being conducted face to face.

### 2. What you will be doing

#### Main duties:

- carry out the assessment of documentary evidence in isolation and then in tandem with co-Professional Reviewer within the agreed timeframe and in accordance with IMarEST's guidance
- provide feedback for applicants where revision is required or where applicant is assessed as not meeting IMarEST and Engineering Council's standards
- conduct the interview with co-Professional Reviewer at the agreed time and in accordance with IMarEST's guidance
- following the interview, complete a PRI report with recommendation for each applicant for submission to Membership Committee within the agreed timeframe.

#### Supplementary duties:

- complete training and re-training as required
- comply with IMarEST's General Data Protection Regulations (GDPR) requirements
- provide availability within scheduled assessment/interview periods upon request
- advise of any conflict of interest
- maintain a fair and consistent approach, avoiding unconscious bias
- conduct identity check of applicant during interview (virtual or face-to-face)
- submit reports within the required time using the online tool
- respond to requests for information from Membership Committee

### 3. About you

You will be:

- a current Chartered Member or Fellow
- IEng or CEng registered (you must be the qualification you are assessing or higher)
- experience of interviewing in the workplace is an advantage

### 4. How you will benefit

There are many benefits to volunteering as a professional review interviewer, including:

- an opportunity to support global early career engineers in their journey to becoming Chartered
- maintain the global standards of marine engineering profession and IMarEST
- volunteering contributes to your continuing professional development (CPD)
- exposure to technical developments that may be outside of your own experience
- an increased understanding on a range of process safety engineering applications in various industries
- gain an up-to-date understanding of the formation of marine engineers who are approaching Chartered status and its implications for the profession and their employers.

### 5. Time Commitment

As a Professional Review Interviewer, it is anticipated that you will undertake a minimum of three to four Professional Reviews per year, with some assessors choosing to take on more. A review may include amplifications/resubmissions updated by applicants from previously reviewed reports. The average time commitment of each review is approximately five to seven hours (in total).

### 6. Period of appointment

It is anticipated that Professional Reviewers will serve a minimum of three years in the role.

### 7. How to apply & appointment method

Please visit our [volunteering pages](#) on the IMarEST website and complete the application form provided.

### 8. Induction and Training

You will receive comprehensive training as part of your onboarding for this role. This will include initial training as well as more in-depth training for how to assess applications against the Engineering Council's underpinning knowledge and understanding and competencies.

You will also shadow up to three interviews to make you feel comfortable with the process with our current assessors then signing off your suitability for the role.

#### **Supplementary:**

Update training will be provided at least every three years. Other standard volunteer training, e.g. GDPR training, DEI and code of conduct compliance, will be required.

## 9. Further Information

### Expenses for the activities:

There are no expected expenses for this role unless conducting a face-to-face interview. Any expenses must be agreed in advance and claimed back using IMarEST's expenses policy.

Is this role location specific?	No
Closing date	We accept applications on a rolling basis
Number of roles available	100

Author: Naomi Taylor

February 2025