

Role profile

Awarding Organisation Committee Member

Role overview

The Awarding Organisation committee is appointed by the Board of Trustees and is responsible for managing IOSH's affairs with legal accountability for all activities and results of the Awarding Organisation.

As a committee member, you'll play an active role in the governance of the Awarding Organisation, helping to maintain the integrity of IOSH qualifications and ensure adherence to education regulation.

The committee sets strategic direction and policy for the Awarding Organisation and oversees the performance and implementation of this through effective and efficient management of the Awarding Organisation's accountabilities. This includes the appointment and oversight of the Awarding Organisation Assessment Panel.

Role responsibilities

Ensuring the Awarding Organisation applies its resources exclusively in pursuing its strategic objectives and in meeting the requirements of the Conditions of Recognition required by education regulators.

Contributing actively to the Committee's role in giving firm strategic direction to the Awarding Organisation, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets and the Conditions of Recognition.

Safeguarding the good name and values of the Institution and maintaining the integrity of its qualifications.

Declaring any conflict of interest while carrying out the duties of a committee member and ensuring conflicts of interest regarding the activities of the Awarding Organisation are well managed and mitigated.

Being collectively responsible for the decisions of the committee and the resulting actions of the Awarding Organisation.

Keeping informed about the activities of the Institution, education regulation, and wider issues that affect the work of the Awarding Organisation.

Each committee member should use their specific skills, knowledge, or experience to help the Awarding Organisation committee reach sound decisions. This involves scrutinising committee papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues relevant to the Awarding Organisation in which the committee member has special expertise.

Person specification

A member of the Awarding Organisation Committee will be able to demonstrate and provide evidence of:

- current or previous educational management experience
- specialist/regulation expertise
- understanding of UK and/or international education framework(s)
- experience of assessment under Ofqual standards (or similar)
- understanding of the role of competencies in designing professional standards
- experience in monitoring performance
- experience in marketing education and assessment services, UK and/or overseas
- excellent interpersonal and communication skills, and a strong team player.

A committee member will also be expected to demonstrate:

- integrity and commitment to the Institution
- respect for others, sharing responsibility for decisions
- a sound understanding of the importance of corporate responsibility
- a willingness to devote the necessary time and effort to fulfil the duties as a committee member.

AOC members will be subject to an annual DBS check carried out by the IOSH People Team.

Terms of appointment

Committee members are usually appointed for 3 years, with eligibility for a second 3-year term (maximum of 6 years). Terms can differ if there is a need to stagger term length to maintain continuity.

The role is unremunerated; reasonable expenses will be paid.

The role will require a time commitment of 10 days per year, including committee meetings and development days.

Meetings are usually held virtually.