

<b>Role title</b>	Awarding Organisation Committee member
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## 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.

Being a committee member is a responsible position requiring an active role in the governance of the Awarding Organisation, ensuring that the integrity of IOSH qualifications and the adherence to education regulation are maintained.

The Committee sets strategic direction and policy for the Awarding Organisation and oversees the performance and implementation of such through effective and efficient management of the Awarding Organisation 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 resulting actions of the Awarding Organisation.

Keeping informed about the activities of the Institution, education regulation and wider issues which 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 requested by the Committee on new initiatives or other issues relevant to the Awarding Organisation in which the Trustee has special expertise

# Role profile

## Person specification

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

- 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
- Marketing education and assessment services, UK and/or overseas
- Excellent interpersonal and communication skills and a strong team player

Current or previous experience of working in the vocational/further/higher education or professional qualifications sectors (not necessarily OSH subject area as this could create conflicts of interest)

Specialist expertise and ability to scrutinise regulation and policies

Understanding of UK education framework(s) and fit with other countries' qualifications and credit frameworks

Experience of assessment under Ofqual/QAA standards (or similar)

Understanding of the role of competencies in designing professional standards

Experience in monitoring standards (e.g., education professional, or other organisational standards)

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 a period of 3 years, with eligibility for a second 3-year term (maximum of 6 years). Terms can be slightly different if there is a necessity to stagger term length in order to maintain continuity.

The role is unremunerated, however reasonable expenses will be paid.

## Role profile

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

Meetings are usually held virtually.

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