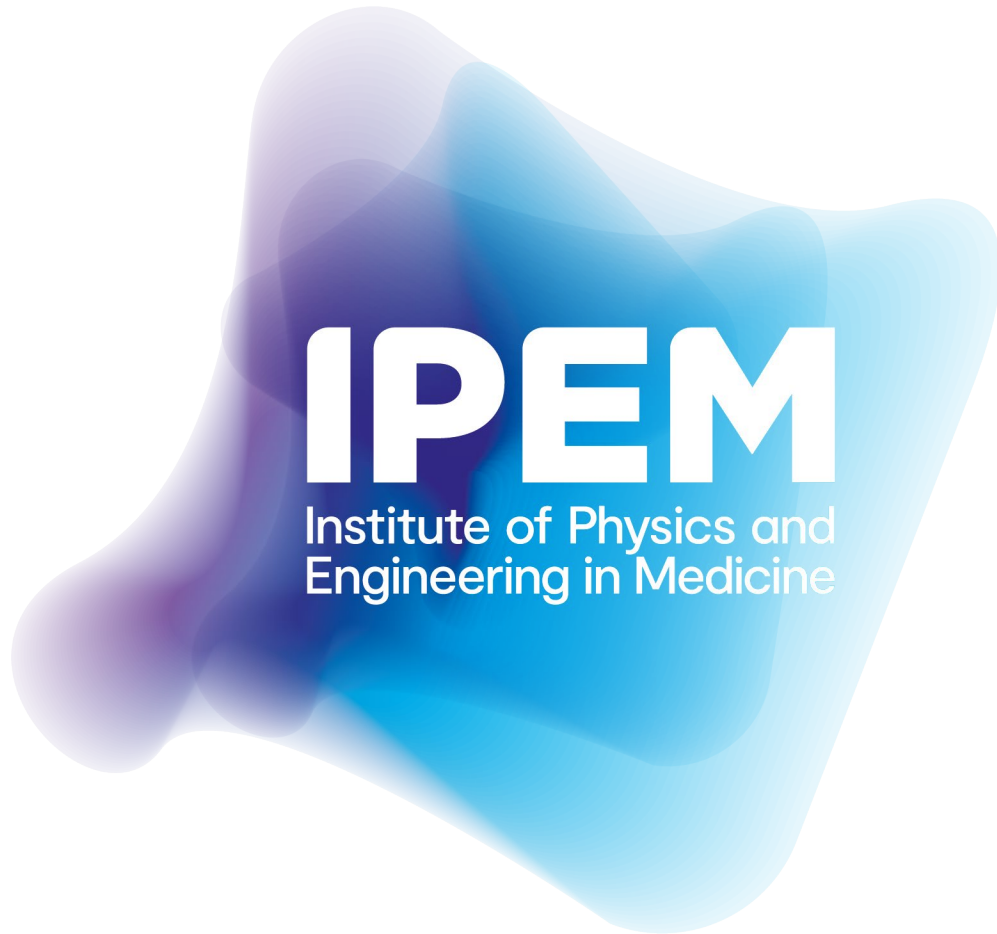


Information for Applicants

Professional Knowledge Officer Part Time - 30 hours per week



Fairmount House
230 Tadcaster Road
York YO24 1ES

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No agencies please

1. ADVERTISEMENT

Institute of Physics and Engineering in Medicine Professional Knowledge Officer Part Time – 30 hours per week

**Salary: £32,550-£42,000 (pro rata £26,392 - £34,054), pay award dependent on experience
plus valuable benefits, including non-contributory pension of 14%**

Based in York, the Institute of Physics and Engineering in Medicine (IPEM) is an Educational Charity which acts as a Professional Body and Learned Society for a growing membership of more than 4,700 scientists, engineers and technologists working in hospitals, universities, and healthcare industries.

IPEM is looking for an enthusiastic and proactive individual to form an important part of the team supporting our Professional Knowledge and Innovation Manager to lead on IPEM's scientific initiatives.

You will have an interest and aptitude for learning and be comfortable working in a demanding environment within a tight-knit team and interacting with professionals of differing and diverse backgrounds. You will be committed to delivering exceptional customer service. You will also need experience of modern IT systems and remote communication tools and be a flexible and willing collaborator. No prior knowledge of Medical Physics and Clinical Engineering or innovation is needed, however you must be committed to developing an overall understanding of the sector and sharing that knowledge with members and colleagues. Above all, you will be an enthusiastic supporter of professional knowledge and innovation with a passion for working with people and helping form IPEM's scientific contributions to our members and to society.

You will be educated to at least A-Level, and preferably above, or have equivalent experience, with strong written and oral communications skills, strong organisational skills, excellent attention to detail and the flexibility to manage competing priorities.

You will be an important part of a growing professional community and will work with members to understand their current needs and challenges to both equip them with skills they require for future opportunities and challenges and assist the continuing professional development of the workforce.

IPEM promotes flexible working for staff. After 6 months of employment, IPEM will agree, where appropriate and at its discretion, to an employee working either permanently at home, regularly at home or from home on an ad-hoc basis.

Closing date for applications is 5pm on Thursday 6th June 2024.

Interviews are expected to be held in person at Fairmount House within 3 weeks of the closing date.

2. JOB DESCRIPTION

Job purpose:

In this role you will support the Professional Knowledge and Innovation Manager to develop IPEM's intellectual capital, including professional resources, innovation initiatives and committee outputs to implement our Science Leadership Strategy. Working with the Professional Knowledge and Innovation Manager, you will capture ideas and develop resources to support professionals in medical physics and clinical engineering, helping to prepare and guide IPEM members for the ways in which their operating environment will change in the decades ahead.

Responsible & accountable to: Professional Knowledge & Innovation Manager

Key responsibilities:

1. Review and collate IPEM's professional knowledge resources (i.e. books, training, outreach) ensuring these are kept up to date
2. Provide administrative support and action requests to support the work of IPEM's Science, Technology, Engineering, Research and Innovation Council (STERIC), managing its administration, arranging meetings and agendas in consultation with the Director, taking minutes of meetings and ensuring actions are completed
3. Support the project work of IPEM's Task and Finish Groups, monitoring their activity and managing the administration and reporting of the groups into STERIC, ensuring budget approval is sought where appropriate
4. Build strong relationships with IPEM's External Representatives, monitoring their activity and managing the administration and enable reporting of the groups into STERIC
5. Engage with IPEM's Special Interest Groups (SIGs) and support them in activities that align with the overall strategic plan
6. Researching other professional body activities, events, publications and communications to inform IPEM's activities
7. Attending relevant conferences and events to gain networking opportunities and provide information on challenges facing our member landscape
8. Maintain good working relationships with existing external stakeholders
9. Any other duties appropriate to the grade of the role

3. PERSON SPECIFICATION

IPEM is an equal opportunity employer and is committed to creating a diverse environment, which means that we believe no element of your identity, including your economic background, culture, ethnicity, disability, health, gender identity or your sexuality, should be left out of the workplace. All suitable applicants will receive consideration for employment without regard to protected characteristics such as race, religion, sex, gender identity or expression, sexual orientation, marital status, disability, and age.

Essential	Desirable
<p>General</p> <ul style="list-style-type: none"> • Educated to 'A' Level standard or equivalent in Physics or Engineering subject area • Experience of Office365, other Microsoft applications and remote communication tools such as MS Teams • Problem solving and ability to work on own initiative • Excellent written and oral communication skills; able to communicate with a wide variety of people and work well in a team • Ability to be flexible and manage competing priorities <p>Experience</p> <ul style="list-style-type: none"> • Experience of collating professional documents and resources such as books, guidance notes • Experience of managing content and using a web content management system • Experience in collaborating with a variety of stakeholders, nationally and internationally • Experience of recording data in a complex CRM including contact management • Experience of reporting using tools such as Power BI • Experience of project management administration and supporting on project reporting • A strong interest in STEM and STEM professions, with a desire to progress in this area • Experience of working for another professional body or STEM employer 	<p>Qualifications</p> <ul style="list-style-type: none"> • Education to degree standard or equivalent in a scientific subject area • Working towards a professional qualification in this area <p>Experience</p> <ul style="list-style-type: none"> • Knowledge of STEM issues relating to medical physics and clinical engineering • Experience of working in not-for-profit sector • Working in or interest in the healthcare, science, engineering or technology sector

- | | |
|---|--|
| <ul style="list-style-type: none">• Experience of working with committees and volunteers• Able to travel around the UK and internationally for occasional meetings or events | |
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4. REWARDS AND BENEFITS

- Salary:** Starting at £32,550 rising to £42,000 (pro rata £26,392 - £34,054). Salary scales effective from 1 April 2024 and are normally reviewed on 1 April each year. IPEM terms and conditions of employment are set out in individual contracts of employment and the Staff Handbook.
- Pension:** Eligible workers will be automatically enrolled in the Aviva Workplace Pension Scheme in accordance with the company's obligations under the Pensions Act 2008. Full details of the Scheme, including your right to opt out, will be provided by Aviva Insurance Ltd. IPEM will make a contribution to this scheme at a rate of 14% of your annual salary; you do not need to contribute anything.
- Hours:** The standard working week for full-time employees is 37 hours. This role is 30 hours.
- Flexitime** A flexible working hours' scheme is in operation, which is designed to provide necessary operational flexibility.
- Holidays:** The annual holiday entitlement will be at the rate of twenty-five working days per year for full-time staff and pro-rata for part time staff in addition to official bank holidays. This rises by one day on 1 January following the completion of each additional year of service, up to a maximum of 30 days.
- Office:** IPEM's head office in York is situated in a large Victorian terrace house which was converted from hotel use to offices in 1998. The office is on Tadcaster Road, near York Racecourse, about 0.8 miles from York Rail Station and within easy access of the A64 York bypass. Car parking is available at the rear of the offices. The address is Fairmount House, 230 Tadcaster Road, York YO24 1ES.
- The principal offices are on the first floor of the building with the ground floor being used, for reception, meetings, and services.
- There is an accessible WC on the ground floor and full wheelchair access to the ground floor from the rear (car park) entrance and throughout the ground floor.
- IPEM promotes flexible working for staff. After 6 months of employment, IPEM will agree, where appropriate and at its discretion, to an employee working either permanently at home, regularly at home or from home on an ad-hoc basis.
- Team:** IPEM employs 30 members of staff and has a staff training budget. It also operates annual appraisals, with informal mid-year reviews, at which training or development needs can be identified.

5. ABOUT IPEM

IPEM's Mission

Improving health through Physics and Engineering in Medicine

IPEM's Vision

Developing the professional, improving healthcare, transforming lives together

IPEM's Values

Trusted - The leading voice in improving health through physics and engineering

Inclusive – Enabling a diverse and Inclusive professional community

Progressive – Delivering innovative practice development for the public good

We are a staff team with integrity, we are confident and collaborative.

IPEM's area of strategic focus are:

Professional Development – Providing excellent learning and development services that meet the needs of the professional community of physicists, engineers and technologists working in physics and engineering in medicine and biology in hospitals, academia, and industry.

Community – Growing and nurturing a vibrant community of practice through our membership, with high professional standards at its core, outstanding volunteer engagement and real commitment to equality, diversity, and inclusion.

Leadership – Championing the importance of professional knowledge, identifying and raising awareness of the key challenges that lie ahead for physics and engineering in medicine and biology, and being a trusted and effective voice for the profession,

6. EQUALITY STATEMENT

Our Commitment

Our strategic values (Trusted, Inclusive, Progressive) influence everything we do. When it comes to staff diversity we are fully committed to change and to making this organisation and our membership more inclusive and diverse. We want every single person in our community to be able to bring their authentic and best self to work every day.

We welcome every applicant regardless of race, religion, sex, gender identity, sexual orientation, marital status, disability, and age.