Industry Representative

Promote the IET and professional registration within companies.

Primary focus:

Industry representatives (IR) are Fellows and members who are interested in promoting the activities of the IET. The role of the IR is to act as a link between the IET and their organisation, promoting IET Membership and Professional Registration.

Main duties and responsibilities:

- Creating awareness and promoting IET membership and services.
- Encouraging members to gain Chartered Engineer, Incorporated Engineer, Engineering Technician or ICT Technician status within the IET.
- Encouraging members to transfer or apply for a higher category of membership if they are eligible.
- Encouraging members to register initial professional development through the Career Manager system.
- Providing literature, information, forms and advice on application completion
- Assisting candidates who are applying for professional registration
- To work with the regional development manager in organising professional registration activity within the company.
- Adhere to the IET’s data protection policy for volunteers.

Appointment method:

- Recommendation given to IET staff member.

Period of appointment:

- Fixed three-year term.
- May be renewed for another three-year term, and then on an annual basis.

Training:

- Newly appointed IRs attend an IET Professional Registration Advisor development workshop.
- Refresher training every three years.
- Attendance of annual Registration & Standards Conference.

Training materials and literature available on request

Point of Contact:

The point of contact for all roles is Registration & Standards Support Unit (RSSU) rssu@theiet.org

Communications:

- Potential registrants may contact you via email or telephone.
- Registration and Standards staff may contact you via email or telephone.
• Information and Guidance on Professional Registration can be found on the IET Registration and Standards community on Engineering Community page.
• Volunteer Update e-newsletter.

Resource:

The following resources are available to support this role:

• Volunteering Handbook
• Volunteer Hub web area

Policies and Procedures:

This role is supported by the following policies and procedures:

Policies and Code requiring mandatory online sign-up:
• Anti-bribery and Corruption Policy
• Code of Conduct for Volunteers
• Data Protection Policy
• Equality, Diversity and Inclusion Policy
• Harassment and Bullying Policy
• Safeguarding Children and Adults at Risk Policy

Upon engagement you will be provided with access to our e-learning portal to undertake this activity.

Other Policies and Guidance:
• Anti-slavery Policy
• Business Cards and Email Address Policy
• Confidentiality of IET Documents
• Conflicts of Interest Policy
• Expenses Policy
• Gifts and Hospitality Policy
• IT Acceptable Use Policy
• Managing Disagreements Guidelines
• Plagiarism Policy
• Social Media Policy
• Travel Insurance Guidelines
• Whistleblowing Policy (Fundraising)

Please refer to the Volunteer Hub for further guidance on policies and procedures.

Person specification:

Industry representatives should be a member of the IET and ideally professionally registered.

Date Updated: July 2019