**Chartered Project Professional Standard Assessor**

**Role Description**

*The award-winning Association for Project Management (APM) is the Chartered body for the project profession. APM is a registered educational charity with over 30,000 individual and 500 corporate members making it the largest professional body of its kind in Europe. APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. We will in the next few months be admitting the first cadre of Chartered Project Professionals to our register. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.*

**Required criteria**

* Previous experience of conducting competence based assessments. (C/A/I)
* Currently professionally active with a minimum of 7 years’ experience managing a variety of projects/programmes/portfolios or key control functions at a senior level. (C/I)
* Knowledge and awareness of current practice and methodologies
* The ability to provide constructive written feedback and reports on assessment outcomes. (C/A/I)
* Effective verbal communication skills. (I)
* The ability to work to tight deadlines. (C/I)
* Being available to travel (UK) to conduct interviews. (C)
* Satisfactory completion of training. (T)

The above criteria will be assessed via:

C = CV and covering letter, A = assessment exercise, I = interview, T = training day

It is expected that all assessors would achieve Chartered status themselves within two years of the Register opening.

**Responsibilities**

* Work within APM contractual and non-disclosure requirements
* Assesses written submissions and conducts interviews to ensure that applicants have demonstrated their technical knowledge and professional practice against the competencies at the level required.
* Assesses the applicant’s commitment to CPD and an understanding of an ethical way of working via the interview
* Undertake initial and refresher assessor training when required – this includes attendance at standardisation meetings
* Work under the guidance of senior assessors
* Return all feedback documentation to APM promptly in accordance with required process and service level agreements
* Feedback any concerns or issues to the nominated APM Professional Standards Manager
* Declare all conflicts of interest or potential conflicts of interest

**Additional information**

* The role is part-time, and workload is subject to business needs
* Assessors will be expected to assess written submissions and conduct interviews within defined assessment windows per year.
* Length of tenure is initially a 2 year term, renewable based on demand and quality assurance.
* Reasonable expenses will be covered, including overnight accommodation where required, as per APM’s expenses policy.
* Training for this position is expected to start the week commencing the **28th October 2019.**

**How to apply**

Send a completed application form together with a covering statement and an up-to-date CV to**recruitment@alphaplus.co.uk**

Consideration of your covering statement is a critical component of the shortlisting process. Your covering statement should set out how your knowledge, skills and experiences meet the requirements of this role with close reference to the job description and person specification. You should draw on examples from your current or previous roles or from other relevant situations.

The recruitment organisation has invited all applicants to complete a diversity and inclusion monitoring form however, this is not mandatory and will not affect your application.