**Chartered Project Professional Standard Assessor – role description**

**Who we are**

APM is a registered educational charity with over 23,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. It was first incorporated in 1972 and obtained its Royal Charter on 1 April 2017. The object of APM is 'to advance the science, theory and practice of project and programme management for the public benefit'.

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. Our vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: a world in which all projects succeed.

APM believes **the Chartered Professional Project standard** will bring significant benefits to individuals, organisations and the wider public. Details on APM and its Charter can be found at www.apm.org.uk

**Required criteria**

- Previous experience of conducting competence based assessments. (C/A/I)
- A proven track record in projects/programmes/portfolios or a key control function. (C/I)
- 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

**Responsibilities**

- Work within APM contractual and non-disclosure requirements
- 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

**How to apply**

To submit your expression of interest, please send your CV and covering email explaining how you meet the criteria to APM's retained consultant at the following address: **charteredassessor@apm.org.uk**