

Royal Society of Biology Eligibility for Qualified Persons (QP) Assessor Panel Vacancy

The Royal Society of Biology has a vacancy for two Assessors for its Eligibility for QP Panel. Assessors work as part of a panel which examine a candidate's eligibility to be a QP by assessing their knowledge against the QP study guide.

As an Assessor you will be a member of the Royal Society of Biology (MRSB or FRBSB) and ideally have a minimum of 10 years' experience in a quality role, including acting as a QP for a minimum of 3 years. Normally you would be currently named on a Manufacturing and Import Authorisation. You will have achieved QP eligibility through the permanent provisions of the EC directives 2001/82 and 2001/83 or 2001/20 and are expected to have commercial/market product experience. You will possess the appropriate inter-personal skills, including good interviewing technique and communication skills, and an understanding of the assessment procedure and its purpose.

You must commit to the time expectations for an Assessor - required for reviewing applications, setting appropriate questions pre-interview, liaising with other Assessors, and attending meetings and Interview dates. It is estimated that the time commitment is 4-6 days per year. Usually consisting of 2 days for QP application review, 2 days for Interviews and 2 meeting/training days.

Intending applicants should email their curriculum vitae detailing their experience and a covering letter to the Royal Society of Biology QP Officer (see below) by the **4th August 2017**. The covering letter should include why you want to become an Assessor and what particular expertise you would bring to the Panel, since the Panel will take into account its current balance and future requirements with regards to Assessor's dosage form experience, and employment history. Applicants should also give the names of 2 referees who are familiar with their work

Short-listed candidates will be invited to attend the Introduction Day for Interested QP Assessors, which will consist of a short interview by the Chair and Vice-Chair when the applicants will learn more about what the QP Assessor role entails. The successful applicant will be invited to the Panel for a probationary/training period, which will include them observing two QP applicant Interviews. On successful completion of this period membership of the Panel is for 5 years in the first instance with a possible extension for a further 2 years.

The position is a voluntary one and no remuneration is associated with the role, however reasonable traveling expenses incurred while carrying out Assessor duties will be reimbursed.

If you wish to informally discuss the position before applying please email joanne.needham@rsb.org.uk in the first instance.

Joanne Needham
QP Officer Royal Society of Biology