



Role Profile RICS Principal Assessor

Introduction

Principal Assessors are accountable to the RICS Standards and Regulation Board (SRB) via the RICS Qualifications and Assessment Committee (QAC).

Principal Assessors will work closely with the QAC and RICS staff to provide insight to entry and assessment policy; developing and delivering assessor training, including standardisation requirements and events; and facilitating debate and discussion within the assessor community to support best practice.

As subject matter experts for pathways to assessment, Principal Assessors will also have a key role in the entry and assessments review.

This is a newly created role, that replaces the previous Licensed Assessor Trainer (LAT) role.

Nine Principal Assessors will be appointed to reflect the volume of assessment pathways in different regions:

1. Land and Natural Resources (UK)
2. Built Environment (UK)
3. Valuation (UK)
4. Property and asset management (UK)
5. Built Environment (Middle East and Africa)
6. Built Environment (Hong Kong)
7. Built Environment (China)
8. Built Environment (Australia and New Zealand)
9. Valuation (Europe)

Each Principal Assessor will work with a team of Lead Assessors.

The principal assessor fee is set at £340 per day (or local equivalent) and is expected to require a minimum of 15 days per year.

The role must not exceed 15 days without the written consent of RICS staff. The role does not carry RICS employee status and are non-pensionable.

Key responsibilities

- Support the design and delivery of assessor training providing specialist knowledge for new and existing Assessors with support from Lead Assessors and RICS employees.
- Work with assessment teams to implement assessor training programmes and provide updates to the assessors, with the support of the Lead Assessors and RICS employees.
- Work with appointed Lead Assessors to support and engage with the relevant pathway assessors and chairs, providing advice and developing the support network.
- Support the design and periodic review of RICS pathways and competencies framework.
- Work collaboratively with relevant RICS teams in the development of policy, quality assurance requirements and processes related to assessments and assessor training.
- Work collaboratively with relevant RICS teams to implement the outcomes from independent quality assurance reviews.
- Identify and report risks via relevant RICS teams.
- Provide clear and constructive feedback to relevant RICS teams and assessors where appropriate.
- Support relevant RICS teams with technical queries, appeals and complaints where required.
- Report any suspected plagiarism or other concerns about a candidate's or assessor's conduct to the assessment staff teams.
- Conduct a minimum of four candidate assessments per year (if allocated by the RICS Assessment Delivery team. This could be a combination of Associate and Chartered assessments and does not include the APC Preliminary Review stage). This will be in your capacity as an RICS Assessor and paid at the Assessor rate.
- May be required, possibly at short notice, to be a Chair, Assessor, or Auditor to support the delivery of RICS assessments.
- Provide reports or updates to the RICS Qualifications and Assessments Committee (QAC), or delegated authority, on relevant assessment matters.

Attributes and commitment

- Exhibit the highest levels of professionalism and commitment to EDI.
- Excellent communication and interpersonal skills.
- Excellent oral and written presentation skills.
- Ability to provide constructive feedback.
- Ability to build support and togetherness across the RICS assessor population in the pursuit of delivering fair and valid assessments.
- Ability to work collaboratively with RICS members, including Professional Group Panels, assessors, auditors, Chairs, the QAC, RICS employees and external stakeholders.
- Ability to demonstrate an objective and measured approach to the role, recognising and valuing input and ideas from others.
- Estimated minimum commitment of 15 days per annum.
- A clean RICS membership record, including Continuing Professional Development (CPD) records in line with RICS requirements.
- Maintain own professional and relevant technical competence.
- Attend mandatory and additional training where and when required – see table below.

Knowledge and Experience	Requirements
A Chartered Surveyor with appropriate relevant technical and professional experience and recent and substantial experience of being an Assessor and Chair, including knowledge of assessment auditing.	Supporting the design and delivery of standardisation training to be delivered at least once a year.
Exceptional knowledge and understanding of RICS' entry and assessment routes, including pathways and competencies.	<p>Understanding and complying with all relevant legislation and regulations.</p> <p>For the UK, examples here include (list not exhaustive):</p> <ul style="list-style-type: none"> • Data Protection Act 2018 • Equality Act 2010 • Health and Safety at Work Act 1974 (HASAWA) (and associated regulations) • Safeguarding Vulnerable Groups Act (SVGA) 2006
Supporting and mentoring candidates, assessors, and counsellors through the RICS assessment process.	Actively participate in quality assurance activities.
Successful completion of the RICS Professionalism (ethics) module (or previous version) within the last three years – a requirement for all RICS assessors.	Have no RICS or other professional body regulatory / disciplinary issues current or pending investigation.
<p>Knowledge and understanding of relevant entry and assessment policy documentation, including:</p> <ul style="list-style-type: none"> • Equity, Diversity, and Inclusion • Reasonable Adjustments • Health & Safety • Malpractice and Maladministration • Complaints & Appeals 	

Version	Document Owner	Changes	Issue Date
1.0	RICS Education and Qualification Standards (EQS) Policy team (globaleqs@rics.org)	N/A	December 2023
RICS review role profiles annually or as required in response to feedback, changes in requirements, legislation, or practice.			