

Chief Executive Officer

3 days per week

Salary: £30,000 per annum

Architects Professional Examination Authority in Scotland Ltd (APEAS)

The APEAS Board are seeking the appointment of a new Chief Executive Officer to replace the existing post-holder who is retiring after being involved since the inception of APEAS 15 years ago.

The CEO is appointed by the APEAS Board to perform the important role of ensuring that the organisation is run efficiently and effectively and administering the Part 3 Examination in Professional Practice and Management, the final examination for admission to the profession of Architecture.

The APEAS Part 3 Examination is highly respected within the Architectural profession, and the new CEO will have a vital role in ensuring the continuation of high standards.

The CEO will be supported by an Administrator (part time)

We are looking for someone who is self-motivated, hardworking and flexible and has a commitment to high standards as well as having good planning and organisational skills

The person appointed must be qualified to degree level, have held a senior level post for a minimum of 5 years and have a knowledge and understanding of quality, business and financial management

The successful candidate will also be competent in the use of information and communication technology as APEAS is working towards becoming a paperless organisation and the new CEO will be expected to lead this objective

For further information on APEAS, please visit our website at www.apeas.org.uk

If you wish to discuss this post with the current CEO, please email us at info@apeas.org.uk including a contact telephone number and a convenient time to call you, or telephone our office on 01324 484652

Closing date for applications is 12.00 noon on Monday 7th May 2018. It is expected that interviews will be held towards the end of June 2018, and start date is negotiable

To apply please forward a CV together with a covering letter (of no more than 1 page) highlighting how your skills and experience match this position to info@apeas.org.uk

Job Specification for APEAS Chief Executive Officer (CEO)

1. Conditions of appointment

The following conditions will apply to the post of APEAS Chief Executive Officer:

- 1.1 The normal hours of work will be 22.5 hours a week. However, there may be occasions when it will be necessary for the CEO to work more than 22.5 hours in a week (e.g. at the Oral Examinations). No overtime payment will be made for working these additional hours. Actual hours of work to be agreed on appointment
- 1.2 The CEO will be entitled to 8 weeks holiday per annum inclusive of public holidays. The CEO must give the Chairperson of the APEAS Board a minimum of two weeks' notice of any leave.
- 1.3 The CEO will be based at Grangemouth Enterprise Centre, FK3 8XS. The CEO will be permitted to work from other locations on occasions providing he/she maintains appropriate communication with candidates, members of the Board, PSA's and other stakeholders of APEAS.
- 1.4 The APEAS Board will operate appropriate pension arrangements with the CEO including making legally required contributions to any pension scheme.
- 1.5 The initial salary on appointment as CEO will be £30,000 per annum. This salary will be subject to annual review.
- 1.6 The APEAS Board expect the CEO to maintain the appropriate levels of privacy and confidentiality at all times when undertaking work for APEAS. Failure to do so may lead to termination of the employment contract.
- 1.7 The APEAS Board expect the CEO to act in an honest, fair and transparent manner when dealing with all aspects of APEAS business.
- 1.8 The APEAS Board expect the CEO to act in accordance with all requirements in regard to UK legislation, e.g. Health and Safety, Equal Opportunities and Data Protection.
- 1.9 All materials produced in the business of APEAS are the property of APEAS.

2. Job Description

The CEO is appointed by the APEAS Board to perform the vital role of administering the Part 3 Examination and ensuring that the organisation is run efficiently and effectively to a high standard.

Duties will be as prescribed by the APEAS Board and will include the following.

- Secretary to various committees, e.g.
 - Board – 4 x per annum
 - Examination Committee – 4 / 5 x per annum
 - Practice Examiners Committee – 2 x per annum (oral examinations)
 - AGM
 - Ad hoc as required
- Duties for all Committees include
 - Agenda
 - Minutes
 - Papers (including financial information / budgets)
 - Attending meetings
 - Arranging venues
- Manage the production of the Practice Paper annually to ensure appropriate final documents issued to candidates

- Organise and manage oral examinations including
 - Appointment and pairings of examiners
 - Appointment of external examiners
 - Allocation of candidates for interview
 - Approval / organisation of venues
 - Finance
 - Communication with examiners and candidates to ensure smooth running of oral examinations
- Manage all finances for APEAS including authorisation and payment of fees, invoices, etc
- Manage all income and participate in setting of fees
- Policies/Procedures
 - Write and/or amend all policies/procedures as required
 - Write and/or amend all guides as required
 - Ensure application of all policies/procedures as appropriate
- Prescription / Validation
 - Write and/or amend all ARB prescription documentation
 - Write annual ARB monitoring report
 - Write and/or amend APEAS self-evaluation and co-ordinate all documentation for RIBA validation and monitoring visits – and manage visits
- Seminar/Training
 - Organise examiners training event annually
 - Agree programme with Examination Committee
 - Provide presentations / information as appropriate
 - Arrange external presentations / trainers as appropriate
 - Development and delivery of training for all stakeholders
- Examiners
 - Deal with all queries on a day to day basis
 - Organise and participate in recruitment of new examiners
- PSA's / Candidates
 - Liaison / advice as necessary
 - Manage registration of all candidates
- Award Ceremony
 - Responsibility for organisation of Ceremony
- Website
 - Responsibility for the management and development of the APEAS website
- Staff
 - Supervision / Management of administrative staff
- Other Objectives
 - Review staff roles periodically
 - Maintain awareness of national/international developments as they affect the Part 3 Examination and serve on appropriate national committees/working groups (eg ARB, RIBA and RIAS)
 - On-going production of process manual
 - On-going business planning for APEAS
 - Review and replacement of ICT equipment as appropriate
 - Review marketing / advertising
 - Review of Board appointments and election of Board members
 - Incorporation of any new ARB/RIBA Part 3 criteria into examination processes / information
 - Incorporation of any new professional experience criteria (ARB/RIBA) into processes / information
 - Ongoing review of Moderation processes
 - Ongoing day to day management of all above

3. Person Specification

Requirements	Essential	Desirable	How Measured
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level 	<ul style="list-style-type: none"> • Possesses a post-graduate qualification • Is a member of a recognised professional body(ies) 	Presentation of appropriate certificates/ letters
Experience	<ul style="list-style-type: none"> • Has held a post at a senior level in an organisation for a minimum of five years 	<ul style="list-style-type: none"> • Has held a post at a senior level in an organisation for a minimum of five years which has involved responsibility for financial management • Has held a post at a senior level within the Further and Higher Education sector 	CV / References/ Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • Has a knowledge and understanding of quality assurance systems • Has a knowledge and understanding of business financial management 	<ul style="list-style-type: none"> • Has a knowledge and understanding of the way quality assurance systems operate in higher or further education • Has a knowledge and understanding of the role of the Part 3 Examination in the education of Architects 	CV / References/ Interview
Personal Attributes	<ul style="list-style-type: none"> • Honest and reliable • Respects all APEAS stakeholders • Commitment to the maintenance of high standards • Self-motivated • Hardworking • Flexible • Able to maintain good working relationships with all APEAS stakeholders • Able to work independently and as part of a team • Able to make decisions 		CV / Interview / References
Skills	<ul style="list-style-type: none"> • Competent in the use of Information and Communication Technology • Excellent oral and written Communication Skills • Good planning and organisation skills 	<ul style="list-style-type: none"> • Ability to gather appropriate statistical information and provide analysis of data 	CV / Interview

Post of Chief Executive Officer

Information Sheet

APEAS LTD

www.apeas.org.uk

1. What is APEAS?

The Architects' Professional Examination Authority Ltd (APEAS) was established in 2003 to manage and operate the Part 3 Examination in Professional Practice and Management. APEAS is a private limited company and a registered charity in Scotland.

The company was established with the following objectives:

- To set and conduct the Part 3 Examination in Professional Practice and Management (also called the Part 3 Examination) in Architecture
- To establish and carry out procedures for assuring and enhancing the quality of the setting and conduct of the Examination
- To undertake any other tasks that might arise within the scope of furthering the first two objectives

These objectives continue to remain in place.

APEAS is managed by a Board of Directors who have overall responsibilities for strategy and management. Details of the Board's responsibilities, membership and liabilities can be found on the APEAS website (www.apeas.org.uk). The company is managed and operated by a Chief Executive Officer supported by an Administrator. Both posts are part time.

The Architects Registration Board (ARB) originally prescribed APEAS to award the Part 3 Examination in Professional Practice and Management until 2007. In 2007, 2011 and 2016 APEAS was re-prescribed by ARB to award the Part 3 Examination. The current prescription period lasts to 31st December 2021.

APEAS is also validated by the Royal Institute of British Architects (RIBA), having been successfully revalidated in 2013 until 2018 when revalidation will be sought.

2. APEAS Finances

It is important to emphasise that APEAS is funded purely from the fees it receives from candidates. Currently APEAS has no long term loans or debts.

A number of years ago the APEAS Board agreed to establish a reserve fund to ensure a measure of long term financial security and stability for the company. This reserve account currently holds just over £100,000.

Annual accounts, prepared by an independent chartered accountant, are presented at the APEAS Annual General Meeting.

3. Architectural Education

To become a United Kingdom registered architect with the ARB a student must satisfy the requirements of the ARB/RIBA Parts 1, 2 and 3 criteria.

In the United Kingdom students normally achieve the Parts 1 and 2 criteria on successful completion of their degree and post-graduate qualifications because these criteria are normally incorporated into degrees in Architecture.

In Scotland students normally sit the Part 3 Examination in Professional Practice and Management after an appropriate period of professional experience gathered in employment.

As the Part 3 Examination is principally concerned with architectural practice, rather than design, it is generally agreed that the best way for students to learn such practice is by working for an employer providing architectural services. The five schools of architecture in Scotland offer short update courses to support students preparing to sit the APEAS Part 3 Examination.

Thus, the Part 3 Examination is the recognised standard for registration with ARB and is the gateway to chartered membership of the RIBA and the Royal Incorporation of Architects in Scotland (RIAS).

4. **The APEAS Part 3 Examination**

The APEAS Part 3 Examination consists of the following three components:

- Experience
- Experience Based Analysis
- Practice Paper

Candidates have to pass all three components, post-Oral Examination, in order to pass the APEAS Part 3 Examination in Professional Practice and Management.

The Experience component consists of the following two parts:

Record of Experience

This is a signed, dated log of a candidate's professional experience in a PEDR - Professional Experience and Development Record (for further information see <http://www.pedr.co.uk/>). Alternatively, candidates with significant architectural experience may use the RIBA Record of Professional Experience.

Evaluation of Experience

This is a written evaluation of a candidate's professional experience offering a critical, self-reflection of all periods of professional experience. The Evaluation of Experience should be no more than 2000 words in length. The Evaluation should be prefaced by a brief "Professional CV" (one A4 side).

While the above two documents are submitted separately examiners assess the documents together and give a single grade for the Experience component.

Experience Based Analysis

In this component a candidate is required to undertake an analysis of an appropriate building project or of an appropriate theme from Architectural practice and prepare a report the body of which, including any quotations, should be no more than 6,000 words. Only relevant materials should be included in appendices.

Practice Paper (Written Examination)

In this component a candidate has to undertake a two day, in-office examination covering many aspects of the ARB/RIBA Part 3 criteria. The paper comprises a series of situation-based questions relating to a written scenario. The examination is conducted in the candidate's place of employment as it represents the environment in which the candidate normally practices.

The Examination Process

Each component of a candidate's documentary submission is assessed prior to an Oral Examination and awarded an initial grade.

The final assessment of each component takes place following an Oral examination involving the candidate and his/her two examiners. The examiners have scope to moderate the pre-oral grades in light of the answers given by the candidate at the oral examination.

Thus, it is possible for a component(s) initially graded a fail to be moderated to a pass or vice versa as a result of the answers a candidate gives at oral interview.

For more details of the three components in the APEAS Part 3 Examination process and the APEAS examination process please see the Guide for Candidates and the Guide for Examiners.

5. **APEAS Candidates**

The large majority of APEAS candidates live and work in Scotland. However, between 5-10% of candidates come from other parts of the United Kingdom and a few candidates come from overseas. The balance of male to female candidates is normally around 60% male to 40% female candidates.

Candidate numbers vary considerably year on year. For example, in 2007 204 candidates sat the Part 3 Examination while in 2012/13 only 72 sat the Examination. The number of candidates sitting the APEAS Part 3 Examination in 2016/17 was 133.

The cumulative average of candidates passing the Part 3 Examination over the thirteen APEAS examination diets held to date is 81%.

6. **APEAS Examiners**

APEAS practice examiners are normally practising Architects. Examiners must be registered with ARB and have a minimum of seven years post registration experience.

A new applicant to become a practice examiner must submit a CV to the APEAS CEO and is interviewed by the Convenor of the Examination Committee, the Senior Examiner of the Practice Examiners Committee and the CEO to ensure that he/she has the appropriate range and depth of professional experience and a clear commitment to the Part 3 Examination process.

Practice examiners are required to attend the half-day Seminar for examiners, normally held in November, as at the Seminar the previous year's examination process is reviewed (including feedback from the external examiners) and items specific to the examination process are presented (eg Dyslexia, Unconscious Bias etc.).

7. **Professional Studies Advisors (PSAs)**

Each of the five Scottish schools of Architecture employ PSAs to provide information, advice and support to candidates undertaking the Part 3 Examination. An important task performed by a PSA is to comment on and sign-off a candidate's Record of Experience sheets at 3-monthly intervals after they have been read and signed by the candidate's employment mentor.

PSAs are members of the APEAS Examination Committee and, as such, contribute to the development of the Practice Paper. They also contribute, as appropriate, to discussions on other agenda items at Examination Committee.

8. **Quality Assurance**

APEAS places great store by its quality assurance processes and procedures as these are critical to it maintaining its reputation for high standards in its Part 3 Examination.

The APEAS Quality Assurance system is built of the following three level structure:

- Overarching Quality Framework
- Examination Regulations (which were revised in 2015/16)
- The following Guides
 - Guide for Candidates
 - Guide for Examiners
 - Q & A for Examiners
 - Q & A for PSAs
 - Q & A for Employment Mentors

APEAS operates a quality assurance system similar in many ways to that used in higher education. APEAS normally uses three external examiners in its Part 3 Examination processes. These external examiners undertake the following activities:

- observe the process and conduct of the examination and report to the APEAS Board
- review a sample of component submission documents and report on whether the assessment is, in their opinion, set at an appropriate level in relation to the stated ARB/RIBA Part 3 criteria
- consider and report on the standard in relation to other similar UK examinations
- act as consultants in the development of the Examination
- be asked to review the draft written Practice Paper and give comments

9. **Communication**

APEAS communicates with its candidates, examiners and Board members largely through its website and by e-mail. The APEAS website was completely re-designed in 2016 to improve its navigability and accommodate on-line candidate registration, payment and submission of candidate documents.