

Role Description



Assessor Legal Associate class

This role description aims to give an overview of what's involved in the role of Assessor for the Legal Associate class, with full details available in the Assessor Handbook. An honorarium is paid for each assessment.

The role

Submissions are reviewed by Legal Associates or Legal Members who are selected and trained by the RTPI on an annual basis. Assessors play an important role in one of the key stages of a planner's career, and are central to ensuring that the RTPI's high professional standards are maintained.

It is vital that assessors carry out assessments in a thorough and professional manner. This ensures that all candidates receive both a consistent standard of assessment and constructive feedback on their submissions.

What's involved?

- Assessing, with a co-assessor, submissions for the Legal Associate class.
- Assessing resubmissions where candidates have responded to your assessor feedback on their earlier submissions.
- Providing clear, concise, constructive and consistent written feedback to successful and unsuccessful candidates.
- Attending and participating in annual assessor training and completing online training modules.
- Participating in membership events in your nation or region, on an occasional basis.

What's expected of you?

Expected time commitments and term:

- Making sufficient time available to be able to assess:
 - Up to six first time submissions during each of the four two-week first time assessment periods during the year, and
 - Up to eight resubmissions during each of the four two-week resubmission assessment periods during the year.
- Providing feedback by agreed deadlines. (Assessing and providing feedback on a first time submission takes approximately 4 hours, though this could be shorter or longer depending on the quality of the submission. Assessing and providing feedback on a resubmission varies depending on how much the candidate has been asked to resubmit, but takes approximately 1-3 hours.)
- Carrying out assessments in accordance with the best practice set out in the Assessor Handbook.
- Committing to be an assessor for one complete cycle (13 months).
- Attending annual training conducted by the RTPI and completing any online assessor training modules as directed by the RTPI.
- Reading the Legal Associate guidance and all supplementary resources that are available to candidates.

- Notifying the Membership Team of any potential conflict of interest arising in connection with this role, as soon as any conflict arises.
- Observing the confidentiality of all submission documents and prompt deletion and disposal of them after their assessment
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- Responding promptly to your co-assessor and to officer queries on assessment feedback.
- Completing, and meeting the service levels in, an Assessor Service Agreement.

About you

You will be a Legal Associate or Legal Member of at least three years standing. Please note that assessors are not able to be mentors or review individual submissions while they are assessors, as they need to remain fair and impartial.

This role will suit members with:

- Excellent communication skills, in particular written communication skills.
- Good analytical skills and the ability to summarise detailed information effectively.
- A collaborative approach to working with other assessors.
- Willingness to devote time to the role and ability to deliver quality feedback during the assessment period.
- A keen interest in the routes to membership.
- A keen interest in professional standards and development, including a willingness to provide positive and constructive feedback.
- A keen interest in membership assessment procedures.
- A strong commitment to planning and the RTPI's strategic objectives and vision.

Key contact:

Membership Manager