



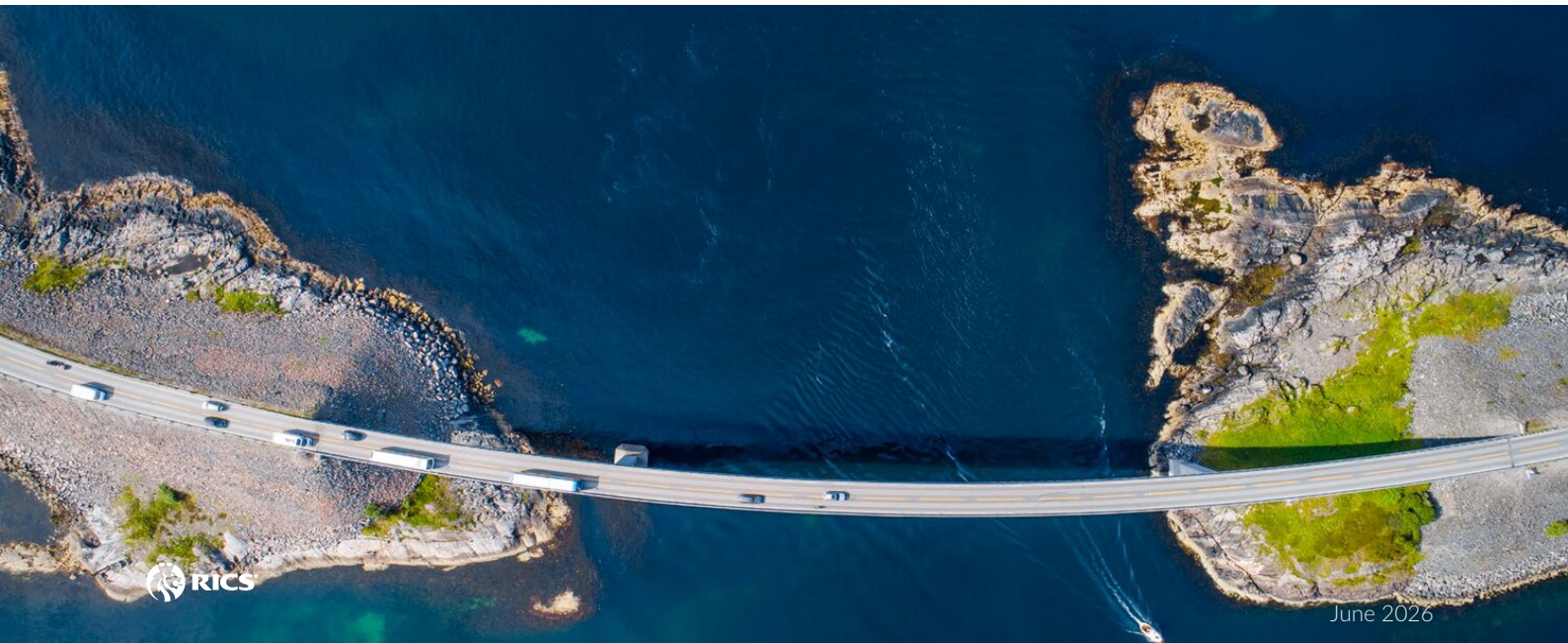
CANDIDATE PACK

APPOINTMENT TO THE

# Qualifications and Assessment Committee

INDEPENDENT MEMBER

Reporting to the RICS Standards and Regulation Board



## Summary

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RICS is the world's leading professional body for setting, upholding and assuring standards in land, property, construction, valuation and infrastructure. The Standards and Regulation Board (SRB) acts independently within RICS to oversee professional standards and regulation worldwide. Its primary purpose is to act in the public interest, building trust and confidence in the profession.

The Qualifications and Assessment Committee (QAC) is a permanent sub-committee of the Standards and Regulation Board. Operating in the public interest and in accordance with RICS' Charter, the Committee provides strategic oversight and assurance in relation to assessed competence, education and qualification standards, and admission to the profession.

Working independently and collaboratively within a balanced group of professional and independent members, the QAC ensures that assessment methodologies are robust, transparent and applied consistently across global markets. It oversees the accreditation and recognition of education programmes, sets requirements for regulated membership and post-qualification credentials, and monitors the performance of accredited education providers.

### **Committee composition**

The Committee comprises four RICS members and four independent (non-RICS) members, plus a Chartered Member as Chair, reporting to the SRB.

Members of the Qualifications and Assessment Committee provide constructive challenge, expert insight and independent assurance to ensure that RICS' assessments and qualification processes remain fair, rigorous and aligned with the public interest. This is an opportunity to help strengthen confidence in the competence of RICS regulated members worldwide, and ensure that routes to professional qualification remain globally relevant, accessible and trusted.

# Purpose of the Qualifications and Assessment Committee

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The QAC operates under delegated authority from the Standards and Regulation Board, and supports the Board in ensuring that robust, transparent and globally consistent arrangements are in place for assessed competence, qualifications, and assessments for regulated members, with the public interest at the heart of its work.

### Its core purposes are to:

#### **Recommend policy and competence frameworks**

Consider and recommend to the SRB education and qualifications policy frameworks for professional competence, assessments and admission to the profession, and transfer between grades of regulated membership; ensuring these remain robust, relevant and aligned to the public interest.

#### **Oversee assessment standards and methodologies**

Ensure that assessment methodologies, assessor frameworks, accreditation standards and related policies are applied consistently and effectively across global markets, providing assurance that processes are fair, rigorous and transparent.

#### **Safeguard education and qualification standards**

Provide independent oversight and challenge to ensure that RICS' assessments to regulated membership, post-qualification registers, and regulatory schemes remain globally consistent, credible and trusted.

#### **Provide support to the Qualifications and Professional Development Programme**

Provide support and insight for the ongoing RICS' assessments review, ensuring the effective operation of existing assessment arrangements whilst scrutinising the development and implementation of future qualification and assessment approaches. Ensure changes are evidence-based, globally relevant and aligned with the public interest.

The QAC Terms of Reference, which set out the Committee's delegated authority, decision-making responsibilities and relationship with the SRB, are available via the RICS governance website.

## Role Description

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Members of the Qualifications and Assessment Committee contribute independent judgement and assurance to the Standards and Regulation Board by scrutinising proposals relating to professional competence frameworks, entry and admission requirements, transfer between grades of membership, and education and qualification standards. This includes oversight of assessment methodologies, accreditation decisions and policies affecting post-qualification registers and credentials, ensuring processes are rigorous, consistent, transparent and defensible.

### Key Role Responsibilities

Members of the Qualifications and Assessment Committee are expected to:

- Provide independent oversight and assurance across the professional competence and qualifications framework, scrutinising proposals relating to competence standards, admission and assessment requirements, transfer between grades of membership, and post-qualification credentials to ensure they are robust, transparent, proportionate and aligned with the public interest.
- Recommend policy and frameworks for assessed competence and entry to regulated grades of membership to the Standards and Regulation Board, ensuring that requirements to become and remain a member are clear, consistent, defensible and reflective of contemporary professional practice.
- Oversee assessment methodologies and frameworks, including those relating to assessors and other key roles in the assessment process, ensuring that assessment decisions are fair, reliable, valid and capable of withstanding external scrutiny.
- Scrutinise and determine matters relating to the accreditation, approval and recognition of education and qualification programmes, including the application of conditions or dispensations where appropriate, and monitor the effectiveness and performance of accreditation relationships.
- Assess global consistency and applicability, ensuring that competence, qualification and assessment policies operate effectively across regions and regulatory contexts, supporting RICS' single globally consistent system of regulation.
- Contribute actively to collective decision-making, engaging in discussion, offering constructive challenge, and applying professional and independent expertise to strengthen the Committee's recommendations and assurance to the SRB.
- Champion diversity, equity and inclusion in entry and progression pathways, ensuring that qualification and assessment policies are fair, accessible and free from unintended bias.
- Uphold high standards of governance and ethics, including compliance with the RICS Global Conflicts of Interest Policy, declaring material interests where relevant, and maintaining confidentiality of sensitive information and decisions until formally reported or published.

## Person Specification

*The knowledge, skills and experience against which candidates will be assessed at shortlisting and interview.*

Independent members bring professional expertise, independent perspective and experience to support a culture of constructive challenge and robust decision-making. We particularly welcome applicants with experience in professional bodies, higher education, qualifications and assessment, accreditation, regulation or governance. International experience is also highly desirable.

### Essential Criteria

#### Knowledge and Expertise

To ensure a breadth of perspectives, the Committee seeks individuals with demonstrable knowledge and experience in **one or more of the following areas:**

##### **Assessment methodology and quality assurance**

Oversight and assurance of high-stakes professional assessment, including evidence-based methodologies, standard setting, moderation and defensible decision-making.

##### **Professional curricula and standards**

Oversight and assurance of professional curricula, competency frameworks and credentialing standards, whether developed nationally or internationally.

##### **Higher Education quality assurance and accreditation**

Experience of institutional review, programme accreditation and oversight of academic standards across universities or professional education providers.

##### **Education and regulatory law**

Knowledge of legal frameworks relevant to professional admission, appeals, equality obligations and cross-jurisdictional enforceability of qualification decisions.

##### **Equality, diversity and inclusion in professional pathways**

Expertise in embedding inclusive design within curricula and assessment, widening participation and addressing bias in professional entry routes.

##### **Governance and public interest oversight**

Board or committee-level experience providing independent challenge and assurance within regulated, educational or professional environments.

## Person Specification continued

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### Essential Criteria (continued)

#### Public Interest

- Understanding of the role that professional competence, qualification standards and admission frameworks play in protecting the public interest and maintaining trust in the profession.
- Insight into the responsibilities of professional bodies in setting fair, proportionate and defensible entry and progression requirements, and the importance of robust, quality-assured assessment processes.

#### Governance and Oversight

- Experience contributing to boards, committees or governance groups, providing independent challenge and assurance within regulated, educational or professional environments.
- Ability to scrutinise complex proposals relating to competence frameworks, assessment methodologies, accreditation decisions or policy changes, ensuring recommendations are evidence-based, proportionate and defensible.

#### Strategic Thinking and Decision-Making

- Ability to provide constructive challenge and support effective decision-making within governance settings.
- Experience balancing diverse evidence and stakeholder perspectives whilst maintaining public-interest outcomes.

#### Desirable Criteria

- Experience of working within or alongside global organisations or governance frameworks with an international and multi-jurisdictional remit.
- Experience of digital or technology-enabled assessment systems, including data governance and integrity considerations.

#### Values, Ethics and Independence

- High levels of personal integrity and sound judgement.
- Ability to act impartially and independently at all times.
- Commitment to professional self-regulation and public-interest mandates.
- Demonstrated commitment to equality, diversity and inclusion.

#### Communication and Collaboration

- Excellent communication and listening skills, with the ability to contribute effectively in a board or committee environment.
- Ability to build constructive relationships whilst providing independent challenge.
- Confidence to represent an external perspective whilst contributing positively to collective decision-making.

#### Commitment and Contribution

- Ability to commit sufficient time to prepare thoroughly for meetings, review papers and contribute actively to discussions and decisions.
- Sufficient digital literacy to engage effectively with Committee documentation, correspondence and virtual meeting platforms.
- Prior involvement in change or reform initiatives within complex education, regulatory or membership organisations.
- Sector understanding across the built environment and adjacent professions.
- Track record of successfully challenging established practices while maintaining constructive and collaborative working relationships.

## Eligibility Criteria

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Independent members are appointed for their ability to provide objective, independent oversight and challenge. They are appointed as individuals and not as representatives of any organisation, profession or sector.

To maintain the independence and integrity of the Qualifications and Assessment Committee:

### Who may apply

- Independent members must not be, and must never have been, members of RICS.
- Candidates must be able to demonstrate independence of judgement and act at all times in the public interest.
- Candidates must be independent of any organisation or activity that could compromise their ability to act impartially or in the best interests of RICS.
- At the time of appointment, candidates must not hold a role on any RICS Governance Board or Committee, Regional Board, Professional Group Panel or the RICS Regulatory Tribunal.

### Conflicts of interest

Candidates must not hold any position that could present a conflict of interest with the work of the Qualifications and Assessment Committee or the wider responsibilities of the Standards and Regulation Board.

Appointments are made in accordance with the RICS Global Appointments Model. Any questions surrounding this appointment can be directed to the external recruitment consultants facilitating this exercise, House Recruitment, at [RICS@houserecruitment.co.uk](mailto:RICS@houserecruitment.co.uk).

## Additional Information

### REMUNERATION

£3,400 p.a.

Reasonable travel and subsistence expenses will be reimbursed in accordance with RICS policy. This role is not pensionable.

### TERM OF APPOINTMENT

Up to 3 years

Reappointment for a subsequent term of up to three years is possible, provided that total continuous service does not exceed six years. Terms across the Committee are staggered to ensure appropriate succession and governance continuity.

### TIME COMMITMENT

c. 10 days p.a.

This includes preparation time for meetings, attendance at scheduled meetings and any ad hoc work arising. The QAC meets at least four times per year. Additional virtual catch-up calls and ad hoc meetings may also be required from time to time.

### LOCATION & MEETINGS

Hybrid

The majority of meetings are held virtually, with an annual in-person meeting held at RICS headquarters in Parliament Square, London, or in Birmingham, UK. For any QAC members based outside the UK, some international travel will therefore be required.

### Scheduled meetings

Meeting dates and locations are determined by the Chair and will be confirmed with members on appointment.

## How to Apply

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### Application

To ensure independence during this recruitment process, Michelle Paoloni of House Recruitment is supporting RICS on this appointment. Completed applications should be submitted to [RICS@houserecruitment.co.uk](mailto:RICS@houserecruitment.co.uk) and should include:

- A supporting statement (maximum two pages) outlining how your skills, experience and perspective meet the requirements set out in the Role Description and Person Specification, and summarising your motivation for applying and interest in contributing to the work of the Qualifications and Assessment Committee.
- An up-to-date CV detailing relevant experience and any professional memberships.
- A completed Diversity and Inclusivity Monitoring Form, which will be provided in the confirmation email received upon submission of your application.

### Interview

A single-stage panel interview will take place via MS Teams on Wednesday 12 and Thursday 13 August 2026. Exact timings will be confirmed with shortlisted candidates. Shortlisted candidates will receive a tailored briefing pack ahead of interview, providing additional context on Committee composition, working practices and interfaces with other RICS governance bodies.

### Queries

Any questions relating to the role or process should be directed to Michelle Paoloni at House Recruitment, [RICS@houserecruitment.co.uk](mailto:RICS@houserecruitment.co.uk).

#### Key dates

**Closing date** 12:00 (UK time),  
Friday 24 July  
2026

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**Interviews** Wednesday 12 &  
Thursday 13  
August 2026, via  
MS Teams

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## Equality, Diversity and Inclusion

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RICS is committed to building a committee that reflects the global profession it serves. The QAC has historically benefited from a diverse membership, including gender balance, individuals from underrepresented ethnic backgrounds and members from a wide range of geographic locations, and we are committed to maintaining and strengthening that diversity.

We welcome applications from candidates of all backgrounds, and particularly encourage those currently underrepresented in senior governance roles to apply. Applications are welcomed from candidates based anywhere in the world. All appointments are made on merit, underpinned by a commitment to fair and inclusive processes throughout.

### Reasonable adjustments

If you require any adjustments to take part in this process, please contact Michelle Paoloni at House Recruitment (RICS@houserecruitment.co.uk). Adjustments can be requested at any stage and will be handled discreetly.



House Recruitment is the appointed recruitment partner supporting RICS on this appointment.

### Contact

Michelle Paoloni  
RICS@houserecruitment.co.uk  
houserecruitment.co.uk