

## Role Descriptions

### Position: Chair of the Bell Burnell Graduate Scholarship Fund Panel

#### Key responsibilities:

- To chair the awards panel of the BBGSF, including at approximately 3 formal meetings throughout the year covering key activities such as shortlisting, interviewing, review meetings as well as on-line meetings as required;
- To chair online Q&A sessions held annually for prospective applicants and their supervisory teams;
- To liaise with the IOP Grants Manager in ongoing queries and issues relating to the Fund;
- To liaise with the IOP Grants Manager to provide feedback to unsuccessful applicants;
- To work with the IOP Grants Manager in recruiting new BBGSF panel members and providing them with an introduction to the scheme, its ethos and operation. Being a point of contact for panel members with specific queries;
- To liaise with the IOP Grants Manager in evaluating and presenting the year-by-year and cumulative statistics relating to the BBGSF applications and awards, benchmarking these against higher education statistics in UK and Ireland;
- To work with the IOP Grants Manager on the annual awardee celebration event;
- To be a point of contact for awardees and their supervisory teams for advice relating to academia (not specific advice relating to projects);
- To uphold the [IOP Code of Conduct](#) and adopt an inclusive approach to chairing meetings to ensure that all panel members are enabled to contribute ([Inclusive-Meeting-Guidance---Spring-2023](#));
- To be the external representative of the Fund, providing updates to other relevant parts of the IOP, the Heads of Physics and, where appropriate, giving presentations and sharing best practice learned from the BBGSF externally.

### Position: Deputy-Chair (2024/25)

#### Key responsibilities:

- As Chair-elect, to work with the current Chair gaining an understanding of the Chair's role and the BBGSF ethos and operations;
- To stand in for the Chair as required.

### Person specifications (Chair/Deputy Chair)

#### Essential:

- Strong commitment to inclusion, diversity and equity with an understanding of the key issues affecting physics in the UK and Ireland;

- Significant experience supervising and/or recruiting PhD students in physics in the UK/Ireland, possibly having also had a role in supporting PhD students;
- Good knowledge of the funding environment for PhD students in the UK/Ireland, together with the normal expectations of funding bodies in supporting PhD students;
- Significant experience in chairing committees and working with senior management within the UK/Ireland Higher Education system;
- Ability to handle sensitive information with discretion and integrity;

Desirable:

- Knowledge of the Bell Burnell Graduate Scholarship Fund.

**Time and term**

- The time commitment for these roles is approximately 3 weeks per year.
- The term for the Chair and Deputy-Chair is 4 years.