

BPS Division of Occupational Psychology

Learning, Training and Development Stream

Co-ordinating Team (CT) Lead

Role and remit

Reporting to the DOP Committee the CT Lead will act as facilitator and co-ordinator for the CT.

The Lead will facilitate planning meetings of the CT, ensure that activities listed in the terms of reference are delivered, prepare and submit activity reports, and participate in annual review.

Person specification

The CT Lead will meet the following expectations:

- Be a DOP Member
- Demonstrate in-depth knowledge and understanding of the interest stream's area of interest, i.e., learning, training, and development, from either a practitioner, academic or research standpoint
- Show ability to:
 - facilitate discussions and meetings, enabling full participation, the expression of multiple perspectives, and generation of ideas
 - use effective communication skills
 - ensure that forward plans are developed, impact assessed and actioned
 - deliver within agreed timescales
 - keep the CT focused on its purpose
 - work within the CT Terms of Reference
 - prevent overemphasis of any one topic, aspect or sub-set or sub-specialism of the interest area by the CT in the planning and delivery of its work¹
 - produce balanced, objective feedback about the CT and the interest stream
- Be motivated to use knowledge, skills and interest through activities that offer value and benefit to DOP members
- Be aware of the Society's expectations for Equality, Diversity and Inclusion and show ability to put these into practice
- Be familiar with the division's position on environmental sustainability
- Understand and be able to operate effectively as role holder within BPS structures, policies and regulations, including the Society's stated objectives for EDI
- Act as an excellent ambassador for the division.

¹ The CT must ensure that its activities cover a range of topics falling within the area of interest (learning, training, and development) and avoid focusing or overemphasizing one topic or sub-specialism. In any given year, the CT should aim to cover three or more distinct topics and areas of practice/research and be responsive to member needs in selecting these.

