

Volunteering role	Technical Author (Codes & Guidance)
<b>Role synopsis and primary focus</b>	<p>Each of our best practice guidance documents have Technical Authors attached to them, usually individuals or a small team. Their job is to lead the writing and updating of the documents and ensure that the final code/guide covers the intended scope of the work.</p> <p>Each Author will be expected to write a significant proportion of the work (to agreed deadlines), meet regularly with the IET and technical committee/working groups relevant to the project and, where necessary, respond to technical stakeholder queries.</p>
<b>Person requirements</b>	<ul style="list-style-type: none"> <li>• A high level of written English.</li> <li>• Previous Standards writing experience would be preferable, but is not essential.</li> </ul>
<b>What you can gain from this role</b>	<p>This role will help you to build your authoring and communication skills, and provide the opportunity to influence codes and guidance in your area of expertise.</p> <p>It will also assist in raising your profile within the engineering and technology community and provide an environment for you to widen your own professional network.</p>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Attend scoping, drafting and review meetings.</li> <li>• Draft and edit the work according to the feedback received during the development process.</li> <li>• Work with the IET to resolve any comments received from reviewers and committee members.</li> <li>• Assist with the dissemination, promotion and acceptance of the code or guide.</li> </ul> <p>Each stage of development is supported by a dedicated IET Portfolio Development Manager.</p>
<b>How this role supports our vision and mission</b>	<ul style="list-style-type: none"> <li>• To share knowledge that helps make better sense of the world, to solve the challenges that matter.</li> <li>• To help upskill and reskill the engineering and technology community, and share best practice to promote innovation and solve common problems for practitioners within relevant industries.</li> </ul>
<b>Period of appointment</b>	<p>There is no specific period of appointment, but a contract will generally be necessary with the Technical Author(s) covering specific deliverables and specific deadlines. The contract may also cover future editions or updates.</p>
<b>Time Commitment</b>	<p>This can differ depending upon the complexity of the subject matter but may be approximately 30 working days to complete the project.</p>
<b>Appointment method</b>	<p>The IET, in consultation with sponsors and key committee members, will be responsible for making this appointment. A contract will be required with the IET stipulating deliverables and any deadlines, copyright and expense issues.</p>

<b>Induction</b>	<p>Upon engagement you will be provided with:</p> <ul style="list-style-type: none"> <li>• Volunteers' Handbook</li> <li>• Access to IET EngX® online volunteering community</li> <li>• All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies, and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system.</li> <li>• Other volunteer policies and guidance are provided on IET EngX®</li> </ul>
<b>Training</b>	<p>Training will be provided by the IET on drafting, formatting and consensus building.</p>
<b>Point of contact</b>	<p>The regular contact for this role will be a Portfolio Development Manager from within the IET Codes &amp; Guidance team.</p> <p>Queries can be directed to <a href="mailto:ietstandardsenquireies@theiet.org">ietstandardsenquireies@theiet.org</a></p>

Date Updated: January 2024