## **CLEAPSS Senior Adviser:**

## **Radiation Protection Advice Service manager. 0.6FTE**

## **Part time:** **3 days per week (2 days office based, one day flexible)**

**Job specification 22nd April 2025**

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| ***Post*** | Senior Adviser: Radiation Protection Advice Service manager; at CLEAPSS. |
| ***Scale*** | Soulbury range 16 – 19 (£62,634 - £66,724) pro rata |
| ***Location*** | CLEAPSS. Units 5 & 6 Chiltern Court, Asheridge Rd, Chesham. Bucks. HP5 2PX. |
| ***Reporting to*** | The Director |
| ***Responsible for*** | Overseeing the work of the CLEAPSS Radiation Protection Advice Service |

**Main activities and responsibilities**

**General responsibilities**

1. To develop CLEAPSS services and resources to support and encourage high quality and effective practical work in schools.
2. To respond to enquiries to the CLEAPSS *Helpline,* by telephone and email.
3. To represent CLEAPSS on various regional and national bodies (for example DFE, HSE, BSI).
4. To represent CLEAPSS at regional and national conferences
5. To maintain links with other organisations working to support the teaching of practical work in schools (eg IoP, ASE).

**Specific responsibilities**

1. To act as lead for the CLEAPSS Radiation Protection Advice services

To include:

* Acting as a point of contact for the team of consultant Radiation Protection Advisers.
* Lead on monitoring of the service to ensure a consistency of implementation across the LAs & Brokers
* Working with the CLEAPSS administration team to manage membership of the CLEAPSS RPA services
* Work with the office manager to oversee administrative support for the RPA service
* Work with the physics team to oversee the delivery of RPS and RPO courses by the physics badged trainer team. (There are currently 5 trainers offering three courses).
* Contribute to the development of the courses offered (online and face to face)
* Acting as the point of contact for procedural queries raised by the trainers.
* Liaise with the administration and courses teams to secure effective delivery of the RPS & RPO courses