

## **Design Challenge Steering Committee – Chair**

### **Role Description**

The Design Challenge gives first and second-year undergraduates a taste of the 'real world' of engineering, challenging them to design, create, present and run a device to a strict technical specification within a set time frame. The Challenge is open to teams of up to six students, who are enrolled on an engineering degree course at a UK university. The Challenge enables participants to gain real-industry experience, practical employability skills, enhanced business and people skills.

Part of the IMechE's portfolio of Student Challenges alongside Formula Student, UAS (Unpiloted Aerial Systems), Railway and Apprentice Automation Challenges, governance of the Design Challenge is overseen by the Institution's Regional Strategy Board with a Design Challenge Steering Committee responsible for the planning, scrutiny and review of the competition's objectives and annual project delivery. Event delivery is supported by the Institution's Events & Member Engagement Department, working alongside localised support networks via the IMechE Regional Committee.

The Challenge consists of a series of Regional Finals usually taking place between March-May each year, followed by the National Finals in October, usually held in London at IMechE HQ. In 2022, over 200 students from 18 different universities, representing five UK regions (GLR, Midlands, NW, NE and Wessex) took part in Regional Finals, the winners from each round progressing to the National Finals.

The Chair is responsible for leading the Design Challenge with the support of the Steering Committee. The Chair should set out the Challenge's objectives, with a confirmed strategy, agreed deadlines and key stakeholders in place to action. The Chair is responsible for ensuring that the Challenge objectives, aims and terms of reference are in line with Institution's strategic objectives, values and align to at least one of the policy priorities.

The Chair should ensure that there is an active and engaged membership of the Design Challenge Steering Committee and, where required, refresh its membership.

### **Nominee background/experience required**

- High level of industrial experience with established, active commercial links
- Preferred background in design & manufacture
- Commitment to innovation & engineering excellence
- Good level of understanding of the Design Challenge
- Experience of STEM engagement/working with younger generation is desirable
- Proven leadership skills
- Sound project management skills
- Leads by example, demonstrating the values and behaviours of the Institution

- IMechE member

**Commitment (*minimum of 75% meeting attendance in a year desirable – either online or face to face*)**

- Engagement and participation of the Chair is of paramount importance
- Attend four Design Challenge Steering Group meetings a year (normally held online)
- Attend the Regional and National Finals
- Attend further remote meetings as necessary
- Represent the Design Challenge at Institution events

**Responsibilities**

Part of the Chair's responsibility is to lead the quarterly Design Challenge Steering Committee meetings. It is up to the Chair to:

- Set strategy and direction for the Design Challenge
- Lead discussions & facilitate a group decision making process by the Design Challenge Steering Committee
- Attend and chair Steering Committee meetings (normally held online) and liaise with IMechE staff on planning, and chairing of those meetings
- Liaise with IMechE staff to ensure the Steering Committee work focuses on the Design Challenge objectives
- Liaise with IMechE staff to confirm the annual budget levels and bid for any additional funding as appropriate
- Identify suitably skilled reps to take on various roles and tasks on behalf of the Design Challenge
- Work closely with the Deputy Chair and ensure that they are kept informed as a representative of the Regional Strategy Board
- Communicate with the wider Institution for, and on behalf of, the Design Challenge
- Work alongside the next Chair to ensure continuity of the competition
- Raise awareness of engineering to younger generations
- Strive to encourage innovation and engineering excellence in the Design Challenge

**Terms of office**

- 2 years
- Prior to the constitution of the Design Challenge Steering Committee, the Chair will be elected by the Regional Strategy Board, following open nominations
- Once the Steering Committee has been constituted, the Chair is to be elected by the Design Challenge Steering Committee
- A Chair can be re-elected for a second term of 2 years by a vote of the Design Challenge Steering Committee

**Role benefits**

- Lead the Institution's fastest growing student competition
- Inspire, equip, and develop the next generation of engineers
- Encourage innovation and engineering excellence
- Meet people from other companies, industries, and Professional Institutions
- Contribute to your CPD development
- Broaden your professional horizons
- Practice your leadership skills
- Develop your interpersonal and soft skills

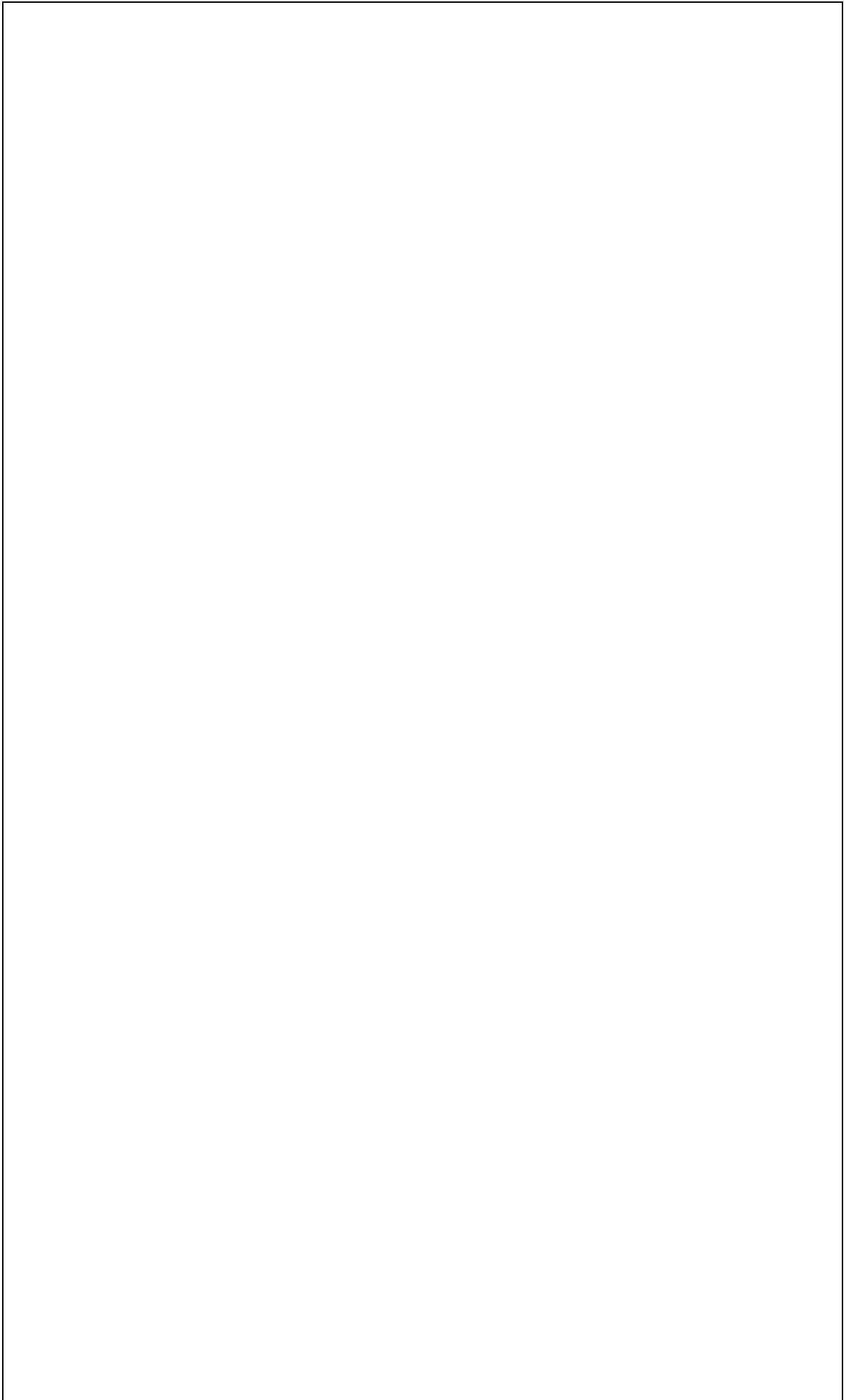
For more information on Design Challenge please visit our [webpage](#) or consult the 2022 Specification Documents [here](#).

## Application Form

**Personal Details** – personal information is required to identify the nominee and ensure the nominee meets the eligibility criteria for the election.

|                      |  |
|----------------------|--|
| <b>Title</b>         |  |
| <b>Surname</b>       |  |
| <b>Forename(s)</b>   |  |
| <b>Job Title</b>     |  |
| <b>Company</b>       |  |
| <b>Email Address</b> |  |

**Please outline, in no more than 500 words, why you are a suitable candidate for this role and what you will bring to the Design Challenge.**



***Please include your CV with your submission.***

**Declaration**

I hereby agree that the details provided to the Institution of Mechanical Engineers for administration of the Design Challenge Steering Group Chair election are correct. I give consent to be nominated for the position as indicated above and if successful in my application I agree to fulfil the criteria of the position as indicated in the role description.

**Full Name** .....

**Date** .....

**Signature** .....

**Electronic signatures will be accepted.**

**Please submit the completed nomination form electronically to [designchallenge@imeche.org](mailto:designchallenge@imeche.org) by 31 May 2022.**