

Job Title: Head of Examinations

Reports to: Director of Education

Key working relationships: Examinations Department and other RCEM Staff including the Director of Education and Chief Executive. The College Dean, other College Officers and Lead Examiners. College members, examination applicants, examiners, overseas examination partners, relevant staff from other Colleges, regulatory bodies, commercial organisations and members of the public

Grade: Grade D £53,000
12 month FTC

Job Purpose:

To lead on the development and operational management of the College's examination structure and aligned strategic aims.

The post holder is responsible for the end-to-end delivery of the College's professional examinations and leads a team of 11 staff, including the line management of the three Examinations Managers. The Head of Examinations reports to the Director of Education and works closely with the College Dean, Lead Examiners, external stakeholders and the Examinations Project Manager.

Key Responsibilities

To:

- Lead, manage and motivate the Examinations Department to ensure the effective running of a candidate orientated service.
- Develop, monitor and deliver all College examinations.
- Organise and plan the examination schedule and venues.
- Work with the Director of Education, College Dean and Lead Examiners to ensure the College's examinations demonstrably meet the General Medical Council's (GMC) regulatory requirements and are fit for purpose.
- Work with the Director of Education, College Dean and Examinations Project Manager to identify and deliver the over-arching strategy for examinations..
- Be responsible for developing and maintaining examination processes and protocols.
- Be responsible for the standard setting of summative assessments, approval and publication of results and associated quality assurance process.
- Collect and analyse complex data to monitor the performance of examinations, including for examination candidates that share protected characteristics.
- Prepare submissions to the GMC's Curriculum Advisory Group ensuring planned changes are mapped to GMC Standards, evidence based and meet the College's Public Sector Equality Duty.

- Collaborate on the preparation of the annual specialty report to GMC.
- Prepare, deliver and maintain complex information, including policy and regulation documents, for different stakeholder groups, ensuring they remain up to date with legislation, GMC policy and good practice in medical education.
- Maintain and update guidance for examination candidates including information provided on the RCEM website.
- Manage the recruitment, induction, training and monitoring of examiners, contributing to the design and delivery of examiner training.
- Budget management of £2m including forecasting future budget needs, monitoring and managing income and expenditure within delegated budgetary authority.
- Develop strong relationships with key stakeholders including the GMC, Health Education England and the Academy of Medical Royal Colleges (AoMRC).
- Represent the College at external meetings and maintaining strong links with colleagues across the sector.
- Manage, train and develop the Examinations staff team.
- Advise the Director of Education, the College Dean and Lead Examiners of developments in the field of examinations and medical education.
- Be responsible for the receipt, investigation and conduct of examination appeals.
- Be responsible for the consideration and approval of reasonable adjustments for examinations.
- Ensure College databases are maintained and records kept up to date.
- Manage a diverse and challenging workload.
- Maintain and update Examinations and College Risk Registers.
- Travel in the UK and overseas as necessary to facilitate the development and delivery of College examinations.
- Ensure confidentiality and security of examination materials is maintained at all times.

Committee Support

- Service and support the Examinations Sub-Committee including agenda management, report preparation and minute-taking.
- Support and advise the Education Committee, Training Standards Committee and International Education Sub-Committee on examination related matters.
- Provide guidance to the College Dean and Examination Leads on GMC policy and AoMRC good practice in relation to examinations.
- Provide information to LETBs/Deaneries, Schools or other relevant committees on College examination requirements and planned changes where appropriate.

Reporting and Quality Assurance

- Analysing and monitoring candidate examination performance.
- Monitoring and developing standards for quality assurance.
- Oversee compilation of examinations data for the specialty report submitted annually to the College's regulator for curriculum and assessment, the GMC.
- Provide reports as required by the Dean, Lead Examiners, Chief Executive and Director of Education.

General

- Provide appropriate leadership, support and guidance to members of the Examinations Department and to allocate responsibilities within the department in accordance with post holders' grades and job descriptions.

- Ensure all staff are appropriately supported and receive regular feedback in 1-1 meetings and annual reviews with clear objectives agreed for forthcoming year; ensuring staff receive appropriate workload and responsibilities for their grade; and identifying development opportunities.
- Maintain detailed documentation of the administrative processes relevant to the post.
- Contribute to the continued development of the College's IT Systems and participate in project boards as required.
- Be an active member of the Senior Management Team, contributing to business planning, business development and budget setting processes.
- Work collaboratively with other Departmental Managers to coordinate procedures and sharing of best practice.
- Manage external contracts ensuring good governance and value for money.
- Arrange for appropriate archiving and destruction of sensitive information in accordance with data protection legislations.
- Participate in training and personal / organisational development activities.
- Undertake such other tasks as may be reasonably expected within the scope and grade of the post at the request of College Management to ensure College objectives are met.

Person Specification

	Application	Interview
Educational		
Essential		
Educated to degree level or equivalent experience	√	
Desirable		
Evidence of continuing personal development	√	
Experience and Knowledge		
Essential		
Extensive administrative experience in a higher education institution	√	√
Extensive previous experience in an examinations role	√	√
Experience of communicating with people at different levels	√	√
Experience of line management	√	√
Experience of assimilating data, statistical analysis and reporting	√	√
Experience of conducting appraisal and developing others	√	√
Experience of budget management	√	√
Understanding of Data Protection and confidentiality	√	√
Desirable		
Knowledge of UK Postgraduate Medical Education	√	
Experience of managing teams through change	√	
Knowledge of medical training processes	√	
Skills and abilities		
Essential		
Extensive experience of Microsoft Office	√	
Ability to learn new software packages	√	
Ability to draft correspondence, reports, spreadsheets and other documents to ensure accuracy and clear presentation	√	
Excellent interpersonal, communication and organisational skills	√	√
Ability to form good working relationships at all levels	√	√
Ability to motivate others	√	√
Ability to work methodically and accurately when under pressure	√	√
Excellent time management	√	√
Ability to make informed decision and troubleshoot	√	√
Ability to maintain confidentiality and deal with sensitive information with tact and discretion	√	√
Ability to identify areas for improvement and make recommendations for change	√	√
Professional manner and appearance	√	√
A commitment to maintaining high customer care standards and upholding the organisational values	√	√
Ability to work away from home in the UK and internationally	√	√
Desirable		
Knowledge and understanding of iMIS Database	√	
Experience of financial and accounting databases	√	

COLLEGE POLICIES AND PROCEDURES

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

CONFIDENTIALITY

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

RISK MANAGEMENT

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

ADDITIONAL INFORMATION

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.