

Job Description

Job title: Exams and Standards Manager

Reports to: Chief Executive Officer

Direct reports: None

PURPOSE

The Exams and Standards Manager is responsible for leading the operational aspects of the Faculty's exams and ensuring the quality of the postgraduate medical exams that the Faculty offers. The role also assists the Faculty's Appraisal and Revalidation Service as well as the Faculty's developments and project work related to standards. Overall, the role exists to manage, plan, and coordinate the efficient operation of all examinations, in line with the Faculty's examination, and appraisal and revalidation service strategies.

RESPONSIBILITIES

- Oversee, organise, and facilitate the efficient operation of the Faculty's examination programmes:
 - Ensure that the procedures for the exams, exam questions, results, and exams quality control are developed and evaluated following the best practice
 - Collaborate with the team to make sure that all exam processes and regulations are checked, shared, and comprehended by staff and clinical leads
 - Verify the quality of exams, ensuring that exams and questions comply with the style criteria, and are free of errors
 - Oversee and support senior administrators who support Faculty exams and standards
 - Ensure that marking, grading and results, and appeals procedures are carried out accurately and effectively, according to agreed procedures and to schedule
 - Maintain standards of examinations in accordance with the examination specification agreed with the General Medical Council
 - Provision of high-quality service and support for candidates and members
 - Contribute to the development of the Faculty's strategies, projects, and services:

- Apply technology to offer online evaluation for written exams, along with the instruction of examiners and examiner resources
- Ensure appropriate training and materials are provided to appraisers and our suitable person
- Support the psychometricians in standard setting and analysis for the exams and assessments including the delivery of examiner performance metrics after each diet
- Lead specific projects that enhance processes and systems in line with the ongoing improvement and quality assurance of the exams and appraisal and revalidation service
- People Management, Relationships and Collaboration:
 - Provide direction, support, and constructive feedback for quality and standards issues
 - Work collaboratively with external stakeholders such as the GMC, exam platform providers and Psychometrics; and internally with senior administrators, Chief Executive Officer, Communications Officer, Chair of Exams, Exams Committees, Chair of Appraisals and Revalidation Committee
 - Advise staff and examiners on developments and innovative ideas in the field of medical education and assessment
 - Represent and fulfil other duties related to the role as may be required including representing the Faculty at relevant meetings
- Communications and Member Engagement:
 - Maintain and promote a positive and helpful approach towards membership engagement
 - Monitor and manage the delivery of information in respect of The Faculty's examination service and the Faculty's appraisal and revalidation service
 - Assist the Communications and Marketing Officer and Senior Administrators on external examinations communication requirements
- Project Management:
 - Manage the process requirements, efficiencies, and improvements according to service demands
 - Promote equality and diversity
 - Provide support and advice to assigned projects with clinical leads
 - Identify areas for improvement and lead requirements for change

- Ensure compliance with the Faculty’s policies, procedures, and guidelines, together with all relevant regulatory and statutory requirements.
- Perform and manage other reasonable duties and projects as required.
- Engage with the faculty’s appraisal process, and demonstrate commitment to our values, behaviours and your continuous personal development.

KNOWLEDGE, SKILLS, AND EXPERIENCE

	Essential	Desirable
KNOWLEDGE		
Educated to degree level or equivalent professional experience	√	
Knowledge, background and understanding of the principles of assessment	√	
Strong knowledge, proficiency, and comprehension of managing and developing quality assurance processes in conjunction with collecting data, statistical analysis, and reporting	√	
Knowledge of UK Postgraduate Medical Education and medical training processes	√	
Knowledge and understanding of GDPR Compliance	√	
SKILLS		
Excellent written communication skills	√	
Outstanding relationship management skills, coupled with experience of motivating and influencing others	√	
Ability to negotiate and influence key stakeholders	√	
Excellent project management and time management skills	√	
Fully computer literate with all Microsoft packages	√	
Ability to work autonomously	√	
Excellent information management skills and ability to develop and manage systems for recording and storing information and data	√	
Passionate and determined leader who can inspire and collaborate with others	√	
EXPERIENCE		
Experience and interest in Sport and Exercise Medicine, Health, or Education		√
Willingness and desire to undertake any required training and development		√
Administrative experience in higher education and/or medical training processes	√	
Experience of commissioning and managing work with external providers	√	
Experienced in taking action and initiative, with careful attention to detail and a comprehensive understanding of the overall context and goals	√	
Proven experience of systems and process development		√
Experience of working in a membership environment		√
Strong demonstrable experience of achieving high stakeholder engagement	√	