



Candidate Information

Position:	Progress and Assessment Co-ordinator (maternity cover)
School/Department:	School of Medicine, Dentistry and Biomedical Sciences
Reference:	25/112469
Closing Date:	Monday 28 April 2025
Salary:	£39,992 per annum
Anticipated Interview Date:	Monday 19 May 2025
Duration:	11 months

JOB PURPOSE:

To co-ordinate the effective and efficient administration of all activities in relation to progress, assessment, student support and guidance including relevant aspects of quality assurance in the Centre for Medical Education, according to the principles espoused in 'Promoting Excellence'.

MAJOR DUTIES:

1. Manage the Progress and Assessment Office team to ensure the effective and efficient administration of all activities in relation to progress, assessment, and relevant aspects of quality assurance and the provision of a professional service to staff, students, and external stakeholders.
2. Co-ordinate all aspects of assessment, including acting as organisational lead for computer-based and clinical examinations (OSCE's), including the General Medical Councils (GMC) Medical Licensing Assessment (MLA). Monitor and review existing examination procedures and facilitate new or improved practices. Conduct appropriate audits of examinations and support research into assessment. Facilitate pilots for new examination processes.
3. Ensure the effective and efficient administration of all activities relating to student support and guidance including acting as point of contact for students in the post-assessment period, identifying problems and counselling accordingly to determine appropriate student support.
4. Co-ordinate relevant aspects of quality assurance administration to include oversight of:
 - The operation of specialist equipment and relevant student assessment systems.
 - Processes for the consideration and approval of regulations at Centre level and referral to relevant School staff/Committee.
 - Updating of the Student Information System (QSIS) in relation to programme and student administration.
 - Administrative support activities in relation to student support and guidance.
5. Oversee servicing of year 1-5 Examination Boards, including communication with External Examiners.
6. Co-ordination and support for processes relating to blueprinting and standard setting including dissemination of information on standard set pass mark to academic co-ordinators and Examination Liaison Officers as appropriate.
7. Drafting of policy and information documents in relation to assessment, feedback, student support and guidance.
8. Membership of relevant Centre and School Committees including Senior Management Team.
9. Manage and monitor expenditure in relation to delegated budget for the office including production of reports for Centre Management to inform budget planning.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by line management of the Centre.

ESSENTIAL CRITERIA:

1. *A primary degree (or equivalent qualification) OR Evidence of substantial relevant management or administrative experience.

2. *3 years recent relevant experience at an appropriate level within a higher education, public sector or healthcare environment.
This should include:
 - Experience in a professional administrative role in the management of office/student administration.
 - Experience in analyzing complex data.
 - Line management including organising and directing others ensuring work is completed to the required timescales and standards.
 - Organising and time management, planning and organising complex administrative processes.
 - Servicing of and progressing work through committees.
 - Budget management.
3. Ability to develop comprehensive knowledge and understanding of relevant assessment, student support and quality assurance regulatory frameworks and requirements, and translate them into practice.
4. Proven ability in providing advice and guidance to students, in support of their wellbeing and/or academic progression with awareness of the sensitivities and confidentiality.
5. Good up-to-date knowledge of online technologies and platforms for assessments.
6. Excellent team leading and team working skills.
7. Ability to communicate effectively with both internal and external stakeholders and ensure deadlines are met.
8. Ability to provide authoritative and effective advice and guidance to staff and students.
9. Well-developed organisational abilities e.g. ability to devise, implement, maintain and initiate changes to administrative procedures, keep accurate records and produce status and progress reports.
10. Ability to produce complex reports which contain confidential and sensitive information to inform management decisions.
11. High level of IT literacy including experience of electronic communications, databases, spreadsheets, and Microsoft Office packages including Word, PowerPoint and Excel.
12. Excellent oral and written communication skills with the ability to build effective working relationships with internal and external stakeholders.
13. Flexible, willing to adapt to new tasks and duties with ability to work irregular hours during assessment periods, as required.

DESIRABLE CRITERIA:

1. *Experience working in an education centre.
2. *Experience of working within a medical school or allied academic school/department.
3. *Experience of supporting clinical assessments in Higher Education.
4. Knowledge of psychometric evaluation of assessment.
5. Knowledge of University and Higher Education issues.