



Royal College of Anaesthetists

Examinations Project Manager

Directorate: Education, Training and Examinations

Reports to: Head of Examinations

No. of Direct Reports: 0

Grade: 4

1.1 Job purpose

To successfully plan and deliver the digital transformation of the College's written and clinical examinations.

1.2 Key tasks and responsibilities

Project Management

- Set and roll out the necessary processes and systems necessary to deliver the College's written and clinical examinations, including the updating of policies, processes, regulations and business continuity
- Manage the safe transfer and transition of RCoA question banks to a new supplier
- Develop and deliver testing and training for examiners, invigilators, simulated patients, staff and candidates
- Work to very tight deadlines and close collaboration with the Head of Examinations, the Examinations team, examiners and the IT team
- Provide expert advice on assessment digitisation
- Engage with and motivate examiners and staff
- Manage communication processes and ensure that candidates, examiners and other relevant stakeholders are appropriately informed
- Work with prospective partners, TestReach and Fry-IT, to deliver not just an exceptional digital change project but a complete digital transformation of the College's processes and systems
- Define, manage and coordinate project governance structures, operating activities, asset management and reporting
- Set and agree detailed plans, risks and monitoring mechanisms with project sponsors
- Set and agree high level plans and benefits realisation plans with the Head of Examinations
- Set and agree budget and resources with the Head of Examinations
- Provide regular updates to all stakeholders as required on project progress
- Ensure transition plans are followed and acceptance criteria met for new systems to enter supported live use
- Organise and initiate post project reviews, to generate lessons learned and gather feedback on success

Budget or Financial Understanding and Responsibility

- Monitor and manage the forecast and actual spend of the project
- Produce regular budget reports and spend forecasts for committees and senior management
- Investigate, monitor and resolve any budget anomalies and risks

Relationship Management/Customer Service

- Develop and manage a communications plan
- Ensure communication of the project's progress to relevant internal and external stakeholders
- Continually assess the project communication needs as stakeholders and phases change

People Management, Relationships and Team Working

- Develop, monitor and manage a project plan for the development and implementation of the project
- Develop a relationship with the Head of Examinations, members of the Examinations team, examiners and College officers and other stakeholders, including briefing them on various issues that may arise

1.3 Qualifications, skills, knowledge and experience

- Strong experience of hands on project management and delivery
- Knowledge and experience in financial budget management, forecasting and reporting
- Excellent planning, organisation and documentation skills
- Experience in developing communications plans
- Experience in writing and delivering update communications to differing stakeholders and via various channels
- Experience in liaising with senior stakeholders and managing sensitive information
- Skilled in both core Office applications such as Word and Excel, plus more specialist applications such as MS Project and SharePoint
- A project management qualification such as PRINCE2/Agile or relevant demonstrable experience of delivering projects using these methodologies

Desirable:

- Experience in writing business cases
- A product development qualification such as Agile/Scrum

1.4 Core Competencies

These competencies will help you understand and deliver the high performance required for this role at the College. These performance standards and behaviours will be assessed during the interview process and developed through the appraisal process.

VALUE:	EXPERT
COMPETENCY:	Empathy with the College and its business
DESCRIPTION:	Understands the fundamentals of what the College does, its mission, vision, values and culture. Uses this information to grow and develop the College and its people

Support & Delivery
<ul style="list-style-type: none">• Applies knowledge of business to day-to-day activities• Understands team function and how it fits in overall College• Develops a team spirit• Applies a "can do" approach• Understands impact of own role on wider College functions (and vice versa)
Management
<ul style="list-style-type: none">• Applies their professional expertise to the College• Thinks commercially• Acts as a College ambassador

- Delegates fully and effectively
- Develops, motivates and engages teams and individuals
- Plans resources effectively
- Leads by example

Strategic Leadership

- Champions key direction and strategy
- Encourages and demonstrates entrepreneurialism and cross-College working
- Encourages a high-performance culture
- Understands impact of external changes on the College

VALUE: INCLUSIVE
COMPETENCY: Collaboration and Communication
DESCRIPTION: Works collaboratively and co-operatively with colleagues to get the job done and responds positively to change. Communicates widely and effectively. Appreciates diversity and equal opportunities for all.

Support & Delivery

- Is a team player, open to others' views
- Adapts communication style to situation
- Keeps others informed and updated
- Willing to give and receive feedback
- Listens and responds effectively
- Values different perspectives

Management

- Communicates effectively and openly, ensuring key messages are cascaded and everyone's views are heard
- Works with peers to influence effectively and consistently
- Deals with conflict between individuals and teams
- Works with partners to enhance the reputation of the College
- Ensures transparency and credibility
- Networks appropriately
- Ensures and enables an inclusive culture

Strategic Leadership

- Articulates a shared vision
- Presents in an engaging manner
- Ensures conflict and risk is mitigated
- Champions diversity and values

VALUE: POSITIVE
COMPETENCY: Customer Focus
DESCRIPTION: Builds relationships with customers by understanding, anticipating and responding to their needs. Takes responsibility to complete work in order to exceed expectations.

Support & Delivery

- Answers phones in a timely way
- Understands customer needs, stresses and pressures
- Understands impact of own actions
- Manages own time
- Meets and exceeds targets
- Does what they say they'll do
- Makes recommendations for improvements

Management
<ul style="list-style-type: none"> • Future-proofs • Builds relationships • Equips others to deal with customers • Sets targets, ensuring they are met • Ensures customer is aware of relevant College services and products • Uses knowledge and expertise to ensure customer satisfaction • Plans for the future to improve services
Strategic Leadership
<ul style="list-style-type: none"> • Knows competitors • Addresses external conflict • Focusses on the long-term • Is aware of changes and impact on others • Overcomes barriers to improvement • Manages risk

VALUE: FORWARD-THINKING
COMPETENCY: Conceptual Flexibility
DESCRIPTION: Takes the initiative and thinks flexibly and innovatively in order to propose solutions and deal with ambiguity. Builds trust and credibility through self-awareness.

Support & Delivery
<ul style="list-style-type: none"> • Acknowledges success and failure and learns from them • Works on own initiative and finds better ways of doing things • Acknowledges problems and suggests solutions • Remains open-minded • Adjusts to changing needs • Is aware of self and others • Contributes and adds value to operational plans
Management
<ul style="list-style-type: none"> • Encourages others to find solutions • Creates an open forum for innovation • Implements operational plans and manages risks • Realises when things are going wrong and fixes them • Maintains personal credibility
Strategic Leadership
<ul style="list-style-type: none"> • Approaches issues with fluidity and flexibility • Makes improvements at a corporate level • Implements solutions at a strategic level • Welcomes innovation from colleagues and empowers them • Challenges the status quo

VALUE: AMBITIOUS
COMPETENCY: Shared Vision
DESCRIPTION: Acts quickly and decisively, seizing opportunities and adding value.

Support & Delivery
<ul style="list-style-type: none"> • Sets personal objectives which meet operational and strategic plans • Adapts to changing priorities • Analyses problems and resolves them • Understands the impact of operational plans on own role • Deals with colleagues fairly and consistently

- Keeps focused in the light of changing priorities
- Sets high personal standards

Management

- Puts operational plans into action
- Isn't afraid to make decisions
- Ensures right people, right time, right place
- Identifies new opportunities

Strategic Leadership

- Defines corporate vision and values
- Handles all matters with sensitivity
- Scans the horizon
- Develops strategy, taking into account all external drivers

Signature:

Name:

Date: