

Psychometric and Standard Setting Manager

Directorate: Education, Training and Examinations

Reports to: Head of Examinations

No. of Direct Reports: 1

Grade: 4

1.1 Job purpose

The purpose of this role is to provide a full range of psychometric and standard setting support to high-stake written and clinical examinations in anaesthesia, intensive care medicine and pain medicine.

This role will support the work of the Examinations Team in producing high quality psychometrics and standard setting processes in accordance with the guidance and regulations outlined in the examinations regulations and in adherence to standards described by our regulator, the General Medical Council (GMC).

The role is responsible for the oversight, management, analysis and reporting of data and insights relating to FRCA and faculty examinations. The role holder will develop innovative techniques and processes in accordance with best practice and in conjunction with the external stakeholders involved in the delivery of our examinations.

The role holder will be expected to work closely and develop good working relationships with the GMC, anaesthetic trainees and more senior anaesthetists to communicate, monitor and uphold standards in examinations.

The examinations are a core function of College business and decisions will impact the career progression of trainee anaesthetists, non-trainee posts in anaesthetics, overseas doctors and other stakeholders nationally. The role holder is therefore required to develop a comprehensive knowledge of the relevant regulations, rules, systems and processes involved in delivering our examinations and be able to offer and disseminate guidance and clarification of the processes involved appropriately.

1.2 Key tasks and responsibilities

Psychometric and Standard Setting Management

- Advise examination boards on sound measurement practice
- Ensure the quality, accuracy and integrity of examination data processing and reporting
- Identify, analyse and interpret patterns in data sets
- Fulfil psychometric analyses including scaling, equating, item and test analyses, test construction and calculate a cut score using various methods
- Evaluate item pools for suitability for the purpose of assessment, and advise on areas for improvement
- Apply professional guidelines to the design and conduct of standard-setting procedures

- Develop in collaboration with external teams the psychometric procedures appropriate for a specific examinations
- Identify appropriate sources of validity evidence and threats to the validity of a standard-setting procedure
- Coordinate data gathering and analysis with internal and external colleagues across the College
- Produce effective business and technical reports and communications in written and oral forms tailored to specific audiences
- Adhere to information sharing protocols required under Data Protection legislation and/or General Data Protection Regulations (GDPR)
- Monitor systems and processes for areas of development/improvement and automate where possible

Relationship Management/Customer Service Management

- Facilitate professional panel discussions such as standard setting meetings, analyses workshops and item data reviews
- Manage schedules and interact with subject matter experts, technology staff, external suppliers and examinations staff to fulfil psychometric deliverable

People Management, Relationships, Collaboration and Team Working

- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct half and full year appraisals with team members setting SMART objectives aligned to the directorate and team strategy
- Encourage and support team member's personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes
- Work with other managers in the team to support the ongoing management and delivery of national examinations

Project Management and Governance Responsibility

- Develop and manage the regular reporting of examination data and other data reports such as differential attainment in medical examinations, to College management, committees and the GMC
- Liaise with the GMC, Head of Examinations and other members of the team to gain approvals for changes to the examinations and examination strategy, along with administrative processes
- Identify and address aspects of service that may require improvement, through the development and implementation of new working practises and processes
- Identify the impact of policy and budget on examination solutions

Financial and Asset Management

- Authorise purchases in the Head of Examination's absence, in line with the College's finance regulations
- Develop work plans and monitor all component work streams to ensure delivery is within agreed budget
- Report any identified changes in resourcing levels or roles required to support the delivery of work

1.3 Qualifications, skills, knowledge and experience

- Proven experience in the field of examinations serving in an equivalent role (education or certification and accreditation)
- Competent in applied psychometric techniques - including classical test theory, item response theory, test equating and linking

- Expertise in standard setting methods such as Angoff, Ebel, borderline regression
- Experience of facilitating standard setting meetings
- Practical experience with assessment designs and practices such as computer adaptive testing, Bayesian inference networks or multidimensional IRT
- Experience of working with modern, technology enhanced item formats and test designs
- Competent with SAS and/or R and WINSTEPS
- Knowledge of trends in assessment
- Self-motivated to stay up-to-date on various state, national, or international trends in assessments
- Ability to work collaboratively across teams
- Ability to give meticulous attention to detail, whilst working quickly and accurately under pressure
- Positive 'can-do' attitude with a willingness to participate, problem solve and learn
- Comfortable working in an environment of change, growth and new ways of thinking/working
- Well organised and able to prioritise their work
- Demonstrable and competent oral and written communication skills
- Ability to effectively write and communicate orally to both technical and non-technical audiences
- A masters degree in educational measurement or related field

Desirable:

- Familiarity with data analysis methods that support assessment (e.g. data forensics)
- Knowledge of UK Postgraduate Medical Education

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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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

- Knows competitors
- Addresses external conflict
- Focuses 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

- 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

- 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

- 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

- 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

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| <ul style="list-style-type: none">• Defines corporate vision and values• Handles all matters with sensitivity• Scans the horizon• Develops strategy, taking into account all external drivers |
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Signature:

Name:

Date: