



Royal College of Anaesthetists

## Examinations Manager (Faculties)

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Directorate: Education, Training and Examinations

Reports to: Head of Examinations

No. of Direct Reports: 1

Band: C

### 1.1 Job purpose

The purpose of this role is to manage the day-to-day operational administration and overall delivery of the FFICM and FPPMRCA examinations.

This role leads on the delivery and development of all Faculty examinations, as well as ensuring all external requirements for examinations and examiners are managed effectively.

### 1.2 Key tasks and responsibilities

#### Operational Management and Examinations Delivery

- Manage the day-to-day administration and smooth delivery of all Faculty examinations
- Identify and implement the requirements and the key deliverables of the examinations areas in the Directorate's operational plan
- Assist the Head of Examinations in the effective management of all examination related tasks and issues
- Oversee the Examinations Team and temporary staff rostering, internal and external examinations room bookings, floor set-up and catering requirements
- Manage the scheduling of candidates
- Lead on the operational management of examiners during exam delivery
- Manage the timely and accurate publication of results and feedback, ensuring they comply with the relevant examinations regulations and feedback policy
- Ensure employees create and maintain Standard Operational Procedures (SOPS) for all key examinations roles
- Ensure backup systems for exam venues and question banks are in place in accordance with the exams business continuity plan
- Draft all examinations calendars and advise the Head of Examinations of constraints in respect of holidays, religious festivals and specialty events

#### FFICM and FPPM Examinations

- Manage the FFICM and FPPM scheduling and examiner allocation timetables
- Support the Head of Examinations in the development of submissions, in regard to FFICM and FPPM examination change approval to the General Medical Council (GMC)
- Support the Head of Examinations in the maintenance of FFICM and FPPM regulations and policies to ensure they remain up to date with internal legislation and external regulatory policy

#### FPPMRCA and FFICM Structured Oral Examinations

- Manage the administration for all Faculty structured oral examinations

- Provide direct support to Structured Oral Examinations (SOE) core group lead in the operational management and delivery of SOE examinations
- Support the development and implementation of change to SOE delivery
- Coordinate administrative requirements for question banks including all examination artefacts
- Assist with all standard setting processes
- Manage the construction, review and quality assurance of SOE paper builds and candidate and examiner rotation
- Lead the set-up / breakdown of the exam floor to fit with exam question sets
- Collate and disseminate question feedback to SOE Lead
- Arrange and support all SOE related training requirements for newly appointed examiners

#### People Management, Relationships and Collaboration

- Lead, manage and motivate the Examinations Team to ensure effective running of examinations and associated tasks
- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Conduct appraisals with team members setting objectives aligned to the directorate and team strategy
- Encourage and support team members personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes
- Assist and support the Head of Examinations with the Examinations Team recruitment and staffing requirements
- Work collaboratively with internal managers and leaders to coordinate exam set-up and procedures
- Develop strong relationships with key internal and external stakeholders
- Advise employees and examiners on developments and innovative ideas in the field of medical education and assessment
- Attend the FRCA and Faculty Examinations Committee, Examinations Review Groups and sub-committees, providing input and advice as required
- Act as Secretary to the FFICM Examinations Review Group (activated every three years)
- Support the Head of Examinations and/or Associate Director of Faculties in the recruitment, induction and training of new examiners
- Represent the College at external meetings as required
- Provide assistance to exam Chairs in the conduct of examiner management matters

#### Communications and Member Engagement

- Monitor and manage the delivery of information on exams to candidates
- Assist the Head of Examinations on all external examinations communications
- Promote the need to maintain a positive and helpful approach in regard to membership engagement

#### Budget and Asset Responsibilities

- Assist with the management and maintenance of examination budgets and audits
- Advise the Head of Examinations and/or Associate Director of Faculties on budgetary requirements and constraints
- Monitor department expenditure and advise the Head of Examinations accordingly
- Act as 'delegated' budget holder in the absence of the Head of Examinations
- Create and submit financial requirement documents for short term and long term projects
- In collaboration with the Head of Examinations and/or Associate Director of Faculties, manage external contracts, ensuring good governance and value for money

- Maintain and safely store all examinations equipment and assets

Project Management, Quality Improvement and Governance

- Ensure examinations are conducted with due regard for the College's Public Sector Equality Duty (PSED)
- Promote equality and diversity in all areas of the examinations
- Assist the Head of Examinations in the delivery of training for examiners, Examinations Team and all temporary staff
- Provide support and advice to assigned project managers

**1.3 Qualifications, skills, knowledge and experience**

- Previous experience of managing high-stake, postgraduate exams
- Significant experience of people management and developing / motivating staff
- Experience of managing day-to-day operations and developing and implementing effective office systems
- Experience of successfully communicating with stakeholders at different levels
- Experience of assimilating data, statistical analysis and reporting
- Experience of commissioning and managing work with external suppliers
- Administrative experience within a higher education setting
- Numerate with a keen eye for detail
- Ability to draft reports and correspondence in a clear and concise way
- Ability to quickly gain a firm understanding of new software packages and databases
- Excellent interpersonal and communication skills, both written and verbal
- Ability to form good working relationships at all levels
- Ability to work methodically and accurately when under pressure
- Ability to make informed decisions and troubleshoot
- Excellent time management
- Ability to identify areas for improvement and make recommendations for change
- Ability to deal with sensitive information with tact and discretion
- A commitment to maintaining high customer care standards and organisational values
- Knowledge of UK Postgraduate Medical Education
- Knowledge of medical training processes
- High level skill and experience with Microsoft software, including Word, Excel and Outlook

Signature: .....

Name: .....

Date: .....