**Role: Examinations Quality and Standards Manager**

**Salary: £48,300 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Fixed Term Contract (12 months), Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at ltimon@rcoa.ac.uk by **5pm on Friday 29 March 2024.**

**About You**

We are looking for a candidate with a background in a similar role and organisational context, which will bring value to our team. You should have a strong understanding and experience in quality control and standards. Your prior experience should demonstrate that you have successfully managed and developed quality assurance processes, displaying your commitment to maintaining and enhancing standards.

Your skill set should include the ability to work methodically to map and report on processes involving internal and external teams and suppliers, to achieve oversight of those processes, and to recommend changes that align with best practice in high-stakes, post-graduate medical assessment. The successful candidate should be detail-oriented with a robust knowledge of educational and assessment standards, and expertise in quality assurance. If you are an experienced professional who combines practical knowledge with an analytical mind, we invite you to apply and contribute to our dynamic environment where your expertise will play a pivotal role in our continued success.

**About the Role**

You will be responsible for excellence in quality control standards, actively contributing to the development and review of assessment policies, procedures, and systems. You will map, define, and review all examination processes, procedures, and accompanying documentation, identify risks, and recommend change. You will work closely with the Examinations Team, internal teams at the College, examiners, and external stakeholders and suppliers.

Duties include, but are not limited to:

* Maintain quality control standards of examinations in accordance with the examination specification agreed with the General Medical Council (GMC).
* Review and apply quality assurance processes for the delivery of examinations according to best practice.
* Manage and keep under review the process and procedures for the development of questions for the FRCA, FFICM and FPMRCA examinations using best practice in item writing and development and to ensure that examinations meet the style requirements, correct formatting and are free of typographical errors.
* Provide direction, support, and constructive feedback for team members on quality and standards issues.
* Work collaboratively with internal managers and external examiners on quality and standards procedures.
* Maintain and promote a positive and helpful approach regarding membership engagement.
* Monitor and manage the delivery of information in respect of examinations.
* Establish and keep up to date a comprehensive development plan for processes and procedures for the examinations; ensuring that there is also a plan for training and upskilling the Examinations Team on any changes.
* Support the management of processes and developments in line with service need and to maximise efficiencies.

**The Package:**

This is a full-time, fixed term position with a competitive employee benefits package, which includes (but is not limited to):

* 31 days of annual leave, plus bank holiday
* Private healthcare
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes.
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk