

Assessment Operations Lead – School of Medicine and Dentistry – Grade G

Job Description

Purpose

To play a key role in leading the operational aspects of assessment within the School of Medicine and Dentistry and contribute to maintaining academic standards and enhancing the student experience.

Duties

1. Support the development and lead the implementation of the School's examination and assessment policies, processes and procedures ensuring adherence to University corporate policies and to the requirements stipulated by relevant Professional, Statutory and Regulatory Bodies (PSRBs) ensuring quality standards are met. To review and monitor existing practices in order to enhance the student and staff experience.
2. Lead and manage arrangements for key assessment activities of the School, including: the scheduling of assessments and assessment boards, coordination of invigilators, exam papers, space and staff in line with regulatory requirements.
3. Maintain an overview of annual assessment activities and the associated resource requirements, ensuring capacity and capability to delivery high quality work, meet deadlines and deliver core functions.
4. Ensure the successful delivery of clinical practical assessments across all campuses.
5. Provide specialist advice and guidance on online examination software (e.g., Maxinity, ExamWrite) and support staff in its use.
6. Assist with the production of performance indicators for each assessment item to enable informed decision-making.
7. Support the course team in arranging 'standard setting' meetings and support the work of the assessment sub-committee to ensure it meets its terms of reference, contributing to future review and enhancement of the sub-committee with a view to continuous improvement.
8. Collaborate with the Assessment Lead and course teams to ensure timely and compliant delivery of assessments and feedback and to respond to queries related to results, progression, appeals, and student fitness to study or practice.
9. To develop reports and documentation for internal and external stakeholders on examination processes and outcomes.

10. Gather, collate, interpret and present complex data and information to support School-wide initiatives and to ensure internal and external regulatory compliance.
11. Support academic staff in ensuring all assessment tasks are compliant with published deadlines in order to ensure that assessments are available for scrutiny and available for assessment boards and feedback.
12. To develop and maintain collaborative, cooperative and productive relationships with internal and external stakeholders at different levels through positive and consistent communication.
13. To ensure the effective recruitment, supervision, coordination, performance management and appraisal of administrative staff in the assessment team. To inform and shape their continued professional development ensuring their training and development meet business needs.
14. Maintain an awareness of developments within the sector and the impact of national level policy.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Significant experience working on assessment in a Higher Education or equivalent environment and knowledge of assessment and examination processes (Application/Interview).
- Undergraduate degree or equivalent experiential learning (Application).
- Evidence of analytical thinking and complex problem-solving skills, with the initiative to make decisions (Application/Interview).
- Strong IT skills, including the use of Microsoft Office applications (Application/Interview).
- Ability to plan, prioritise, and meet strict deadlines with high attention to detail (Application/Interview).
- Evidence of successful negotiating and influencing skills with an ability to work collaboratively with stakeholders at all levels whilst maintaining confidentiality (Application/Interview).
- Significant recent experience of leading and motivating teams, including the management and supervision of staff in a higher education or similar environment (Application/Interview).

- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience with professional body-accredited courses or national exams such as the Medical Licensing Assessment (Application/Interview).
- Experience of interpreting quantitative data to support decision-making (Application/Interview).
- Knowledge of Maxinity/assessment software and use of SharePoint or specialist databases (Application/Interview).