

# LIBF

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## JOB DESCRIPTION

### SECTION 1

#### BASIC DATA

<b>Job Holder's Name:</b>		<b>Job Title:</b>	Assessment Production Coordinator
<b>Reports to:</b>	Assessment Production Manager	<b>Location:</b>	Canterbury/Home based
<b>Department:</b>	Learning Provision	<b>Job Family:</b>	Team Leader & Specialist

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### SECTION 2

#### DEPARTMENT STRUCTURE

To be confirmed.

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### SECTION 3

#### OVERALL JOB PURPOSE

Support subject matter experts to develop as well as deliver robust and effective assessment items (narrative, MCQ, other) in line with agreed qualification specifications and assessment design principles.

### SECTION 4

#### PRINCIPAL ACTIVITIES/OUTPUT OF JOB

- Builds relationships with examiners and moderators (internal and external) to ensure that they deliver effective assessment items, on time and to budget
- Ensure the feedback provided to students is technically accurate
- Prepare and maintain appropriate written guidance regarding question paper format to enable subject matter experts to delivery as appropriate
- Ensure that assessment and learning materials are aligned to ensure students are equipped to achieve their ambition
- Inputs to and takes account of evaluation and continuous improvement mechanisms to ensure assessments are fit for purpose and remain relevant in changing times
- Review and analyse the performance of assessments within own portfolio, including information related to item / question performance, student feedback and viewpoints from subject matter experts to make recommendations for improvement
- Review and edit assessments produced by subject matter experts to ensure they meet the requirements of the qualification specification and marking scheme
- Administer the workflow processes between examiner and moderator to ensure thorough review by subject matter experts and that consensus is reached

- Create and format final examination papers, achieving Chief Examiner sign-off where appropriate, and liaising with colleagues in the production and delivery process to ensure accurate and timely delivery of those assessments
- Support the process of identifying suitable subject matter experts to deliver effective assessments, highlighting any issues as they arise
- Ensure internal teams are supported with any assessment queries
- Monitor expenditure in respect of assessment for own portfolio and ensure it is in line with agreed budget, maintaining accurate records and liaising with Finance as appropriate
- Ensure that the requirements of the General Conditions of Recognition (GCR) are met as appropriate to role
- Ensure that stakeholder and other appropriate meetings and procedures in respect of assessment performance (eg standardisation, grade review, marking, etc.) are carried out in a timely and cost effective manner
- Support the withdrawal of qualifications and ensure assessments are managed effectively to enable students to complete within the required timeframes
- Ensure that all assessments are administered to a high standard, maintaining the quality and reputation of the LIBF

**CONTACTS AND INFLUENCE EXERCISED**

- Internal contacts across the organisation
- Internal and external subject matter experts with regard to assessment
- Able to influence and negotiate to achieve appropriate and effective solutions that support the assessment needs of the qualifications
- Liaise with the management to ensure that formative and summative assessments are aligned

**DECISIONS**

Indicate the level which best describes the job holder’s involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	x
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder’s decisions:

Restricted to employee’s own work	
Has impact on department/directorate* objectives	x
Has impact on The London Institute of Banking & Finance	

Examples of the decisions that are generally made by the job holder

- Prioritisation of own workload
- Decisions as required to reach consensus on assessment assets to enable effective development

**DEFINITION /CLARITY**

Adaptability and pragmatism will be essential as will the ability to juggle a range of tasks across different projects with time timeframes. The post holder will need to remain calm under pressure and find solutions to problems as they arise.

This role is part of a wider team that needs to work collaboratively to ensure learning and assessment materials support students to succeed. The post holder needs to work in a collaborative, supportive and flexible manner to achieve this and support the achievement of departmental and organisational objectives.

**ANY ADDITIONAL FEATURES OF NOTE**

None

**PERSON SPECIFICATION**

**Job Title:** Assessment Production Coordinator  
**Reports to:** Assessment Production Manager  
**Department:** Learning Provision

<b>Qualifications, knowledge and professional memberships</b>	<b>Essential /desirable?</b>	
A degree, or equivalent, in any discipline	D	
Relevant training or qualifications specifically related to editorial or production process related to educational materials	D	
Up-to-date knowledge of the financial services industry, gained through appropriate regulatory qualification or recent work experience	D	
Established mechanism for maintaining industry knowledge through effective CPD	D	
<b>Technical competencies (skills and experience)</b>		
Experience of developing and managing assessment, with the ability to think creatively to ensure they are effective	D	
Experience of collaborative working with excellent and confident communication and influencing skills	E	
Experience of using feedback from a range of sources to improve assessment development and delivery	E	
Able to interpret a range of data sets, review recommendations and make clear decisions about next steps based on that analysis	E	
An understanding of the requirements of delivering effective assessments	E	
Well organized and with ability to work flexibly to meet shared goals	E	
Good communication and interpersonal skills that present a positive attitude in line with the organisation’s values	E	
Experience of managing and monitoring budgets	D	
<b>Core Competencies</b> (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	<b>Essential / desirable?</b>	<b>Core for all employees</b>
<b>Values</b>		
Collaboration	<b>E</b>	<b>C</b>
Adaptability	<b>E</b>	<b>C</b>
Innovation	<b>E</b>	<b>C</b>
Integrity	<b>E</b>	<b>C</b>
Support	<b>E</b>	<b>C</b>
<b>Skills and Experience</b>		
Communicating effectively	<b>E</b>	<b>C</b>
Business thinking	<b>E</b>	<b>C</b>
Developing Yourself	<b>E</b>	<b>C</b>
Getting things done to achieve results	<b>E</b>	<b>En</b>
Digital Capability	<b>E</b>	<b>C</b>
The Customer Experience	<b>E</b>	<b>C</b>
Managing quality and standards	<b>E</b>	<b>C</b>
Applying judgement and taking decisions	<b>E</b>	<b>C</b>

Signed .....  
 JOB HOLDER

Date .....

Signed .....  
 LINE MANAGER

Date .....