

Senior Registration Assessment Officer

Location: Home, with office-based meetings as required

Reports to: Professional Assessment Manager

Grade: C (Rest of UK)

Job purpose

Apply pharmacy knowledge and experience of assessment, to the development and review of content for the registration assessment question bank, and contribute to the ongoing development and quality assurance of the registration assessment. Lead on the development and maintenance of efficient and robust internal policies, procedures and documentation to support the registration assessment, communicating effectively with internal and external partners. Provide project management, guidance, and support for the work of the Board of Assessors, Reasonable Adjustments Panel and misconduct Principal Hearing Panel.

Main accountabilities

- Develop and review new registration assessment material for inclusion in the registration assessment question bank. Maintain up to date knowledge of UK pharmacy practice and provide coaching and training to question writers and standard setters as necessary.
- Contribute to the ongoing development, and lead on the day-to-day management, of the registration assessment question bank, including development of systems to manage complex psychometric data.
- Be responsible for planning and organising all meetings of the Board of Assessors, Reasonable Adjustments Panels and allegations of misconduct Principal Hearing Panels.
- Produce high quality agendas, minutes, and reports, and work collaboratively with other members of the registration assessment team to deliver a high stake, high profile national assessment.
- Support all aspects of the work of the Board of Assessors in setting, moderating and marking the registration assessment.
- Lead as appropriate, the development of policies, procedures and guidance relating to the registration assessment, for example the assessment specification, regulations, mark awarding algorithm and material for communicating to key stakeholders including candidates.
- Project manage activities carried out by external contractors involved in the marking and analysis of the registration assessment papers, anticipating risks and managing these effectively.

- Work collaboratively with internal and external stakeholders, communicating and influencing as required to achieve outcomes. Internally this includes the registration assessment operations team, finance, communications, IT, governance and the Associates and Partners team. Externally this includes question writers, standard setters, Board of Assessors and Adjustments Panel.
- Support the Professional Assessment Manager in forward planning, making sure work is delivered on time and to a high quality; identify and monitor risks and review processes for efficiency, effectiveness and productivity whilst identifying and managing risk appropriately. Deputise for the Professional Assessment Manager as required.
- Advise and provide information to other teams within the GPhC responding to external data and information requests about the registration assessment.
- Maintain up to date knowledge of the application of UK equality legislation, especially in relation to the obligation to make reasonable adjustments for examinees and communicate this effectively as appropriate.
- Manage the reasonable adjustment guidance and processes. Support the GPhC operations team in the processing of applications and the reasonable adjustment panels on the review and awarding of outcomes, responding to queries in an accurate and timely manner.
- Facilitate standard setting panels and questions writing workshops as required.
- Support the wider team on the management of allegations of misconduct in the registration assessment and lead on the convening of principal hearing panels and appeal panels as needed.
- Assist with coordinating the work of Associate and Partners, building good relationships, and developing guidance and other documentation relevant to these roles, as well as providing support for recruitment and training processes.

Knowledge and skills for this job	Essential	Desirable
Pharmacist registered with the GPhC or PSNI, with broad experience, preferably multi sector, as a pharmacist in the UK.	☒	☐
Experience of work related to foundation pharmacist education and development of assessment material, ideally related to foundation pharmacist training.	☒	☐
Experience of managing complex projects and/or processes and data.	☒	☐
Excellent verbal and written communication skills, with ability to communicate complex information confidently and effectively with a range of individuals during in person and virtual meetings.	☒	☐
Strong IT skills and able to manipulate data accurately and effectively.	☒	☐
Experience of producing high quality minutes and/or substantive reports and/or policies, procedures, and regulations.	☒	☐
Good listening skills with the ability to understand complex arguments and to draw pertinent points from large amounts of information.	☒	☐
Ability to organise, plan and prioritise using own initiative with proven ability to meet deadlines.	☒	☐

Knowledge and skills for this job	Essential	Desirable
Experience of supervision, delegation of duties, or line management of others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of handling allegations of misconduct in an education setting.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An understanding of, and experience in, the application of UK equality legislation, especially in relation to the obligation to make reasonable adjustments for examinees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annotated pharmacist independent prescriber.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.