



## Job Description

### Section 1 - Description

**Job Title:** ISFE Examinations Manager  
0.5 FTE (17.5 hrs per week)  
2-year fixed term

**Grade** Grade 5 – £ 33,192.94 FTE, Pro rata £16,596.47

**Location:** Glasgow

The College has introduced hybrid working which enables employees to work from both their home and in the College. The post is primarily based in the College building, however employees have the option to work up to 50% of their working time at home, with the days being subject to the needs of the business.

**Reports to:** Deputy Head of Assessment

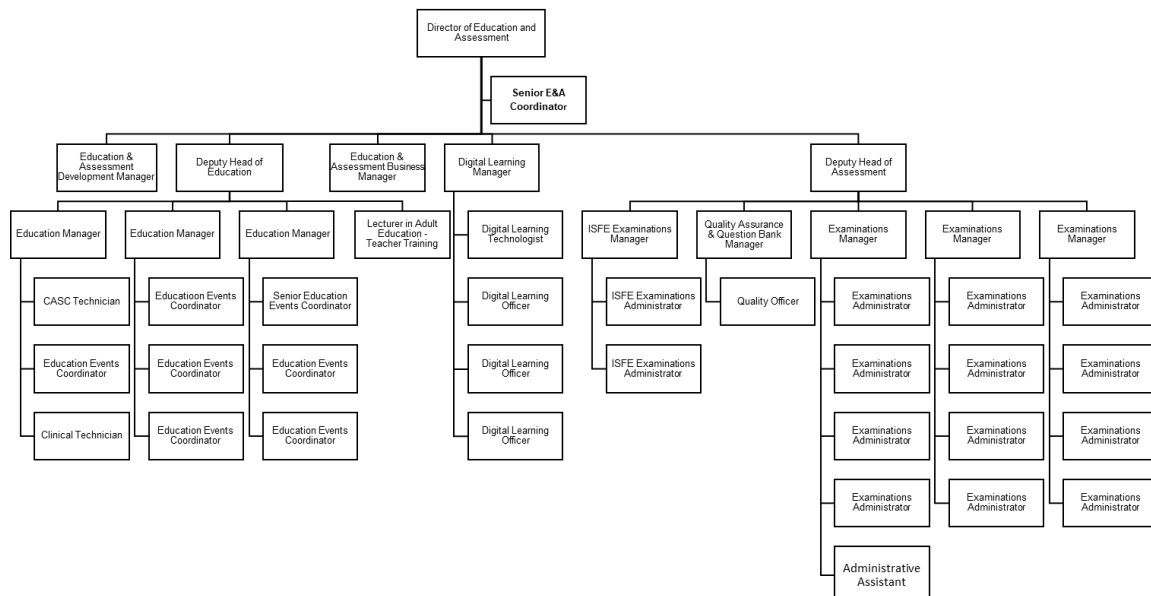
**Date:** November 2024

### Section 2 - Job Purpose

Working as a team of two, the ISFE Examinations Managers focus on the planning, delivery and development of the Intercollegiate Specialty Fellowship dental examinations, including line management responsibility for team members, compliance with standards, quality assurance and question bank activity. The role is responsible to the Specialty Fellowship Examinations Executive ('SFEE') for the dental Intercollegiate Specialty Fellowship Examinations ('ISFE') and reports to the Deputy Head of Assessment. Collaboration with other managers is required in order to ensure business continuity across the range of examinations, activities and services supported by the Unit.

The ISFE Examinations Manager will apply strategic objectives, while supporting these inter-collegiate examinations, delivering within agreed timelines and to requisite standards. A clear grasp of the requirements of all aspects of the team's examinations needs to be developed. Demonstrable leadership capability and ability to possess a grasp of the key issues in relation to the ISFE team are required in order to stand in for the Deputy Head of Assessment if asked to do so.

### Section 3 - Organisation chart





## Section 4 – Job Dimensions

- Line management responsibility for 2 FTE employees
- Budgetary responsibility for over £100k income per annum
- Oversight of 6 specialty examinations and 14 examination diets per annum
- Management of approx. 190 candidates per annum
- Management of approx. 100 examiners per annum
- Management of 8 intercollegiate boards and approx. 16 meetings per annum

## Section 5 - Main Responsibilities and Role

### General

- Support the Specialty Fellowship Examinations Executive (SFEE) and ISFE Chair's Group, under guidance of the Deputy Head of Assessment, contributing to activities such as examination planning and development, financial and administrative management, ensuring transactional support is undertaken in accordance with relevant protocols and guidance
- Assume lead responsibility for operational delivery of ISFE examinations, ensuring compliance with policies, procedures and best practice is adopted across all activities.
- Line-manage staff members in the ISFE team as directed by the Deputy Head of Assessment.
- Ensure quality of delivery of examinations, activities and services to all stakeholders.
- Update policies, procedures and documentation in accordance with current legislation.
- Collaborate with the Lead Dean (Chair of the SFEE) on all examination requirements, including development activity.
- Confirm examination plans meet the aims and objectives set by the four Royal Colleges including budgetary, resource and personnel needs.
- Act as staff lead, in collaboration with the Deputy Head of Assessment, for SFEE and the ISFE Chair's Group, providing administrative services, progressing actions and outputs as required.
- Manage budgets, in line with intercollegiate agreements, preparing documentation for report to the boards as required.
- Lead on planning, management and delivery of examinations as agreed by the Deputy Head of Assessment, facilitating all aspects of examination administration, including examination board liaison, venue booking, examiner recruitment and attendance, candidate processing and coordination, payments and expenses, examination material compilation, coordination and publication of results.
- Act as the lead for designated workstreams, such as Unit IT provision, promotion of examinations, maintenance and production of management information, in collaboration with colleagues as appropriate.
- Stand in for the Deputy Head of Assessment, as required.
- Undertake any other duties related to the job purpose that may be necessary.

### Quality Assurance

In conjunction with the Quality Assurance and Question Bank Manager:

- Maintain and implement quality assurance procedures for all aspects of examinations offered, ensuring compliance by Examination Administrators
- Monitor GDC and other relevant sources in order to inform need for compliance updates



- Liaise with appointed assessment specialists/psychometricians and Board Chairs on all quality assurance issues, manage quality assurance processes and reporting systems relating to delivery of ISFEs, liaising with Board Chairs, examiners and the Deputy Head of Assessment, as required
- Maintain internal reporting requirements for monitoring, enhancing and assuring quality of assessments
- Direct the preparation and delivery of reports and analyses required for quality assurance
- Maintain relevant records of each examination for quality audit purposes
- Ensure security of examination materials at all times, undertaking regular monitoring of practice
- Co-ordinate provision of ISFE examiner training.

### **Question Bank**

In conjunction with the Quality Assurance and Question Bank Manager and Team:

- Manage and develop all aspects of activity relating to maintenance, development and population of ISFE question banks, including responsibility for software used in production of results and reports
- In collaboration with Examination Board Chairs and designated clinical leads, ensure updating of question bank content and development of draft examination papers through to final production, in accordance with agreed timelines.
- Liaise with appointed assessment specialists/psychometricians regarding data requirements and analysis of examination outcomes, reporting findings as appropriate.
- Ensure the security of examination questions.
- Accountable for quality and accuracy of final versions, participate in editing of question papers, including editorial proof reading and sign off

### **Section 6 – Planning and Organising**

Planning and delivery of the examination calendar and management of the team resource is highly proactive, involving excellent planning and organisational skills.

- The ability to plan your work, and that of your team is essential
- Possession of the confidence and adaptability to work with and influence senior personnel
- The ability to maintain an overview of the work of the whole team across all specialties
- Ensuring proper governance routes are followed at all times
- Budget planning/organising
- Developing networks and relationships in support of exam delivery

### **Section 7 – Decision-Making**

The ISFE Manager must prioritise their own workload, and is responsible for making a large number of decisions that are necessary for the organisation of their team and delivery of the calendar of examination diets.

- The post-holder will be expected to make decisions with the Deputy Head of Assessment, and autonomously, as required and will oversee the decision-making remit of their team
- The post-holder will contribute to unit-level decision making through their role in the Assessment Management team



- The ISFE Manager must work proactively, making decisions in line with examination regulations, procedures and past practices
- The ISFE Manager must be aware of the various lines of reporting (e.g. Managerial and Governance structures) ensuring that relevant parties are involved in decision making as appropriate. Close liaison with the Lead Dean for SFEE and the ISFE Chair's Group Convenor is required.

## **Section 8 – Knowledge, Experience and Skill Set Required**

### **Knowledge:**

#### *Essential:*

- A sound knowledge of IT systems and database management
- Knowledge and experience of relevant legislation (e.g. General Data Protection Regulation (GDPR), Equality Act)

#### *Desirable:*

- Line management experience
- Experience of proof reading

### **Experience:**

- Substantial relevant administrative experience of at least three years' duration
- Experience of examination activities would be an advantage

### **Skill Set:**

- Strong planning ability: experience of handling multiple projects simultaneously
- Significant attention to detail
- Ability to build and maintain relationships with senior personnel
- Ability to lead a team and collaborate with Unit, collegiate and inter-collegiate teams
- Ability to interpret and apply detailed Regulations
- Excellent communication and influencing skills
- Efficient flexibility
- Proficiently proactive and reactive

## **Section 9 - Job Context and Special Features**

- Provide administrative support to Examination Boards as required, including minute taking
- Establish and maintain working relationships with intercollegiate partners
- Attendance at exam centres for examination delivery as detailed above is integral to the role
- Additional hours need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings may require attendance in the evening and exams may require early morning attendance at centres and/or later finishes.
- The post holder will be required to attend meetings and examinations which may be held remotely or face-to-face. Venues for external face-to-face activity vary throughout the UK and Ireland and will involve travel and overnight stays of up to 4 nights duration.
- Examination activities may involve travel to international examination centres for up to 10 days at a time. Awareness of and sensitivity to local political and cultural issues in international locations are required.