brighton and sussex medical school

1   Advertisement

Post Title: Assessment Team Manager
School/department: Brighton and Sussex Medical School
Hours: Full time – 36.5 hours per week. Requests for
flexible working options will be considered (subject to business need). Will need to work full time and additional hours during exam periods in Jan – Feb and May – July.
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 21495
Salary: starting at £32,982 to £37,099 per annum, pro rata if part time
Placed on: 29 August 2023
Closing date: 22 September 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed.
Expected start date: As soon as possible.

Brighton and Sussex Medical School invites applications for the post of Assessment Team Manager.

Based at the University of Brighton Falmer site, the postholder is manager of the assessment team who organise and provide administration for practical examination delivery. This will involve using specialist assessment software.

In addition, the post-holder will be responsible for managing the Assessment Officers and Co-ordinator.

This is a full time post and the successful candidate will be required to work additional hours during the busy exam period. The post holder will be recompensed for additional hours worked.

Please contact Tasmin Barnett, Student Systems and Assessment Manager t.barnett@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: **The University requires that work undertaken for the University is performed from the UK.**

2.   The School / Division

Please find further information regarding the school/division at
https://www.bsms.ac.uk/index.aspx

3.   Job Description

Job Title: Assessment Team Manager

Department: Brighton and Sussex Medical School

School/Division: Brighton and Sussex Medical School

Location: Watson Building, University of Brighton, Falmer campus

Grade: Grade 6

Responsible to: Clinical Assessment Manager

Responsible for: Senior Assessment Co-ordinators x 3, Assessment Co-ordinators x 1

Key contacts: Director of Assessment, Phase Leaders, Clinical Skills Team, School Offices, Student Advice Team

Job description:

The post-holder will have a specific responsibility for managing the delivery of Clinical Assessments and national exams for BSMS medical students; these will involve using Speedwell and Practique, specialist assessment software.

In addition, the post-holder will be responsible for managing the Assessment Officers.

This is a full time, post and the successful candidate will be required to work additional hours during the busy exam period. The post holder will be recompensed for additional hours worked.

PRINCIPAL ACCOUNTABILITIES

1.   Manage delivery of BSMS practical assessments

2.   Management of automated examination and marking software systems

3.   Lead the operational outputs of a small team of individuals

4.   Manage, promote and maintain high quality, Professional Services, engendering a culture of continuous improvement

5.   Ensure compliance with all relevant legislation, School and University policies, interpreting the same and advising on their practical application

6.   Work in partnership with other key stakeholders to ensure seamless service

KEY RESPONSIBILITIES

1. Manage delivery of BSMS Practical Assessments
1.1   Manage OSCE examination schedule and examination setting process, liaising with BSMS Faculty, Clinical staff, External Examiners and administrative colleagues as required
1.2   Oversee recruitment processes of OSCE examiners from BSMS Faculty, the parent universities and the NHS and OSCE actors from external agencies. Including oversight of appropriate training events
1.3   Oversee production of OSCE schedule and paperwork required for OSCEs, ensuring compatible with BSMS responsibilities under the Disability Equality duties of the Universities of Brighton and Sussex, staff instructions, station instructions, marksheets using Speedwell and Practique marking systems and examiner information packs;
1.4   Oversight of OSCE Finances using university systems;
1.5   Oversee post OSCE Results and Station Review Meetings and report on analyse of station data as required to demonstrate the performance of OSCE.
1.6   Manage BSMS OSCE Question and Examiner Banks ensuring they are kept up to date.

2. Management of the automated examination and marking software systems
2.1   Manage Speedwell and Practique systems, troubleshooting internal issues where possible and providing training updates as required; providing advice on service use and improvements.

2.2 Management of the online Examination Questions Bank; Retrieve appropriate examination questions upon request for examination setting meetings, using defined parameters;

2.3 Liaise with the software provider as necessary to troubleshoot technical difficulties.

2.4 Liaise with the ICT Manager on management and development of examination and marking systems.

2.5 Manage the preparation of OSCE results for OSCE's.

3. Team leadership

3.1. Lead a small team to support the achievement of targets and objectives

3.2. Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members

3.3. Ensure team understanding and application of operational standards are embedded in the methods of working

3.4. Support the development of others, providing training and coaching in area of expertise

3.5. Foster an ethos of continuous improvement

4. Service Delivery

4.1. Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.

4.2. Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.

4.3. Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.

4.4. Maintain appropriate records and documentation commensurate with policy and procedure.

4.5. Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

4.6. Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

5. Policy and Procedure

5.1. Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

5.2. Contribute to policy decisions and improvement in area of expertise.

6. Customers and Stakeholders

6.1. Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 4 permanent staff

- The post holder reports to the Student Systems and Assessment Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).]

2. A practical knowledge and understanding of examinations and events.

3. Effective team leadership skills and experience of managing and supervising staff

4. Good oral and written communication skills with the ability to tailor and present information in a way that can be understood by the audience.

5. Planning and organisational skills with the ability to delegate to team members where appropriate to meet deadlines.

6. Well-developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions

8. Commitment to customer excellence

9. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Able to understand complex and unfamiliar issues without difficulty

2. Ability to deal confidently with a large number of people from wide ranging backgrounds including external contacts and senior faculty

3. Able to be innovative and proactive with new systems

4. Producing accurate reports and documents and appreciation of need for confidentiality for sensitive data

5. Able to work additional hours with financial compensation during busy exam periods during January, February, May, June and July

DESIRABLE CRITERIA

1. Two years' experience working in a university or similar environment.

2.   Familiarity and comfortable with medical / scientific terminology