1. Advertisement

Post Title: Assessment Officer  
School/department: Brighton and Sussex Medical School  
Hours: part time hours considered up to a maximum of 29.2 hrs per week. Requests for flexible working options will be considered (subject to business need).  
Contract: Permanent  
Reference: 4598  
Salary: starting at £25,941 to £30,046 per annum, pro rata  
Placed on: 3 February 2021  
Closing date: 18 February 2021. Applications must be received by midnight of the closing date.  
Expected start date: As soon as possible.  
This vacancy is only open to those currently employed by the University of Sussex or the University of Brighton.

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

As a key member of the Curriculum Support Team, the post-holder will have specific responsibility for organising practical examination delivery and delivery of national examinations.

Based at the University of Brighton Falmer campus, the post-holder will be responsible to the Assessment Team Manager and will work closely with members of BSMS faculty and administrative colleagues, liaising with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in the partner NHS Trusts.

The post holder will possess excellent organisational, administrative and communication skills. Previous experience of organising examinations or events, servicing meetings and collating and interpreting data for documents or reports is essential.

If you wish to discuss details of this post please contact Aliz Mckenzie at A.Mckenzie@bsms.ac.uk

For full details and how to apply see:
The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. Brighton and Sussex Medical School and partners

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsu.h.nhs.uk/about-us/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us
Division: Brighton and Sussex Medical School

Section / Unit: Administration

Location: University of Brighton, Falmer (will require frequent visits to other BSMS sites)

Job Reference: Assessment Officer   Ref:

Grade: 5

Responsible to: Assessment Team Manager

Responsible for: NA

Purpose of the post:

The post-holder will have a specific responsibility for organising Observed Structured Clinical Examinations (OSCEs) for BSMS medical and Physician Associate students; these exams will involve using specialist assessment software including Speedwell and Practique..

In addition, the post-holder supports the national Foundation Training Application process at BSMS organising annual national exams and assessments activity.

This post is also responsible for organising training for internal and external staff involved with assessments as well as assisting with data returns for the university and external organisations.

This is a part time post and the successful candidate will be required to work additional hours during the busy exam period from April to July each year. The post holder will be recompensed for additional hours worked.
### Key Responsibilities:

<table>
<thead>
<tr>
<th></th>
<th>Organisation of the BSMS practical and clinical assessments - Observed Structured Clinical Examinations (OSCEs) across the BM, BS and Physician Associate programmes</th>
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<tbody>
<tr>
<td>2</td>
<td>Administration of the Speedwell and Practique automated examination and marking systems for OSCE’s</td>
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<tr>
<td>3</td>
<td>Organisation of national medical assessments for BSMS students</td>
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<td>4</td>
<td>Organise BSMS Assessment Regulation documentation and events</td>
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<tr>
<td>5</td>
<td>Management of and Secretary to a number of BSMS committees, review boards and related meetings</td>
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<tr>
<td>6</td>
<td>Undertake such other duties consonant with the grade as determined by the Assessment team manager</td>
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1. **Organisation of BSMS practical and clinical assessments - Observed Structured Clinical Examinations (OSCEs) across the BM, BS and Physician Associate programmes**.

   1. Organise practical and clinical assessments examination schedule, liaising with BSMS Faculty, Clinical staff and administrative colleagues as required;
   1.2. Organise examination setting process liaising with academic in charge and external examiners on exam content and advise on organisational factors;
   1.3. Book appropriate suites of rooms, catering and facilities for practical and clinical assessments, liaising with colleagues within BSMS, the parent universities and partner NHS Trusts as required;
   1.4. Recruit practical and clinical assessment examiners from BSMS Faculty, the parent universities and the NHS;
   1.5. Manage the recruitment of actors and helpers required for practical and clinical assessment;
   1.6. Organising training events for examiners and actors prior to the practical and clinical assessment
   1.7. Arrange the order of OSCE circuits and stations, and the allocation of students being aware of BSMS’s responsibilities under the Disability Equality Duties of the Universities of Brighton and Sussex, and liaise with the Student Welfare Advisers and the Disability and Dyslexia Team to enable disabled students to undertake OSCEs with reasonable adjustments in place;
1.8. Produce and distribute paperwork required for practical and clinical assessment, including schedules, staff instructions, station instructions, mark sheets using Speedwell and Practique automated system and examiner information packs;

1.9. Produce and distribute information to students, staff, helpers, actors, patients and examiners regarding the timing and location of practical and clinical assessment sessions;

1.10. Organise External Examiners to attend and review practical and clinical assessment according to BSMS regulations;

1.11. Control, process and monitor practical and clinical assessment Finances using university systems;

1.12. Supervise administrative staff and student helpers on the day, brief them about their duties and ensure that they carry out assigned duties effectively;

1.13. Coordinate the actors and examiners on the day of the practical and clinical assessment, ensuring that they are well briefed about their duties; Advise actors and student helpers on payment.


1.15. Maintain practical and clinical assessment Question Bank ensuring that new stations are added and changes made after stations are reviewed.

2. Organisation of the Speedwell and Practique automated examination and marking systems

2.1. Organise Speedwell and Practique systems, for the delivery of BSMS practical exams. Management of the Examination Questions Bank; Retrieve appropriate examination questions upon request for examination setting meetings, using defined parameters;

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

2.3. Ensure that BSMS uses the marking systems effectively and its full capability, advising colleagues on how to get the most out of the system;

2.4. Liaise with the ICT Manager to ensure that the relevant licenses and software updates are in place;
2.5. Process marks and produce results and analyses for OSCEs for forward transmission to relevant colleagues for use by the Examinations Boards;
2.6. Produce and analyse data as required to demonstrate the performance of OSCE stations.
2.7. Assist with preparation of results and exam board papers.

3. **Organisation of national medical assessments for BSMS students**
   3.1. Liaise with relevant external organisations e.g. Medical Schools Council for national medical assessments e.g. Situational Judgement Test, Prescribing Safely Assessment;
   3.2. Book appropriate rooms and facilities for exams according to national regulations;
   3.3. Produce student examination timetable and publish on Studentcentral;
   3.4. Recruit and supervise invigilators for the assessments and provide detailed briefing;
   3.5. Lead supervisor for assessments on the day and deal with any issues that arise;
   3.6. Ensure safe return of documentation to relevant organisation after the exam;
   3.7. Produce a report on assessment delivery for internal and external use.

4. **Organise BSMS Assessment Regulation documentation and events**
   4.1 Organise publication and circulation of BSMS Examination and Assessment Regulations to relevant colleagues and students in liaison with Medical School Manager
   4.2 Organise annual BSMS Internal and External Examiner training events in liaison with academic lead.
   4.3 Manage the publication of examination information to Internal and External Examiners

5. **Manage and serve as Secretary to BSMS committees, Review Boards and related meetings.**
5.1 Support relevant colleagues in the collation of all information and paperwork necessary for BSMS committees; distribute electronically to members and prepare any paperwork needed in the meetings.

5.2 Organise Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.

5.3 Prepare agendas and other documents for Review Boards and similar meetings, liaising with the Chair / Module Leader.

5.4 Minute committees, Review Boards and similar meetings and distribute minutes to members publish minutes as appropriate.

5.5 Ensure actions from meetings are communicated and followed up promptly.

6. Undertake such other duties consonant with the grade as determined by the Assessment Team manager

6.1 The list of responsibilities and duties is not exhaustive and the precise nature of the role is likely to change as BSMS develops. A critical attribute of the successful candidate will be flexibility the ability to cope with change.

6.2 Provide general assistance in the planning and operation of School events including graduation. Duties are likely to include registration of delegates, ushering, etc.

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 the level of responsibility entailed.
**Person specification**

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

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<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Excellent written and oral communication skills and attention to detail</td>
<td>X</td>
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<td>Highly developed planning and organisational skills including the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment</td>
<td>X</td>
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<tr>
<td>Highly developed IT skills - highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)</td>
<td>X</td>
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<td>Able to understand complex and unfamiliar issues without difficulty</td>
<td>X</td>
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<td>The ability to work in a team and to take personal responsibility for tasks within the team’s remit.</td>
<td>X</td>
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<td>Able to prioritise own workload to meet deadlines</td>
<td>X</td>
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<td>The ability to deal with a large number of people from wide ranging backgrounds.</td>
<td>X</td>
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<td>Able to be innovative and proactive with new systems</td>
<td>X</td>
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<tr>
<th>Knowledge</th>
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<th>Desirable</th>
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<tr>
<td>Familiarity and comfortable with medical / scientific terminology</td>
<td>X</td>
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<tr>
<td>Awareness to BSMS’s responsibilities in relation to the Disability and Equality duties of the Universities of Brighton and Sussex</td>
<td>X</td>
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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Using spreadsheets and databases as well as word processing and networked email</td>
<td>X</td>
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<tr>
<td>Managing or supervising staff</td>
<td>X</td>
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Using a web based managed learning environment (e.g. Blackboard)
Using automated examination and marking software, and optical mark reader equipment
Using an electronic student records system (e.g. SITS)

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Education to first degree or equivalent</td>
<td></td>
<td>X</td>
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<tr>
<td>Education to A Level or equivalent</td>
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<td>X</td>
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<th>Personal attributes and circumstances</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service</td>
<td>X</td>
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<tr>
<td>An appreciation of the need to keep certain information confidential and secure</td>
<td>X</td>
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<td>A high degree of personal initiative and responsibility</td>
<td>X</td>
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<td>Able to work additional hours during busy exam periods (April to July)</td>
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