

Job description

Job title:	ICBSE Editorial Assistant
Grade:	2a
Department:	Examinations (ICBSE Office)
Responsible for:	N/A
Accountable to:	ICBSE Managing Editor

Job summary

To support the work of the Managing Editor in maintaining and updating the intercollegiate MRCS and MRCS (ENT) question banks on behalf of the four surgical Royal Colleges.

To support the work of all members of the ICBSE, its sub-committees and the ICBSE office as required.

Specific duties and responsibilities

1 Question Development and Management

Responsible for:

- Assisting with the commissioning of new questions by organising question writing meetings for MRCS and MRCS (ENT) – liaising with question writing leads and others to fix dates, inviting and chasing attendees, travel, room and catering bookings, dealing with attendees' expenses, arranging AV, printing documents as required.
- Assisting with the preparation of MRCS MCQ papers. Proofreading new and updated questions.
- Maintaining the security of the MRCS and MRCS (ENT) banks and questions.
- Assisting the Managing Editor with the development and management of the MRCS and MRCS (ENT) OSCE banks.
- Keeping accurate records and files, including audits of MRCS and MRCS (ENT) MCQ and OSCE banks.

2 Examination Preparation

Responsible for:

- Liaising with sub group Chairs to select and finalise MCQ papers.
- Liaising with college examination departments regarding exam dates and reasonable adjustments required for each OSCE diet.



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- Securely sending out via email correct scenarios and props to centres/colleges before each diet.
- Maintaining and updating with other Editorial Assistant, the central intercollegiate props bank for the OSCE in liaison with the colleges.
- Working with online examination delivery platforms and associated systems to organise candidate and examination settings prior to examinations, support colleges with the delivery of examinations and for the processing of results following examination diets.
- Liaising with college examination departments to coordinate candidate data for online examination diets
- Covering the duties of the Systems Coordinator in supplying examination statistics, ordering question papers from printers and scanning of MCQ answer sheets.

3 Committee Servicing

Responsible for:

- Assisting the Managing Editor in producing reports and data for the standard setting meetings and MCQ and OSCE sub group meetings.
- Assisting in servicing the meetings of the MCQ and OSCE sub groups and the completion of agreed action points within its remit. To produce document and policy papers for the sub group and other ICBSE committees as requested by the chairs of the MCQ and OSCE sub groups.
- Assisting with the feedback process for exams – collation of responses after each diet for presentation to the standard setting committee, sending out comments to BCA leads and recording responses in consultation with the Managing Editor as required.
- Communicating key information: liaising with the ICBSE Managers, Head of ICBSE, the Heads of Examinations and ICBSE committee chairmen to ensure that key information is exchanged, approaches are consistent and actions referred onwards are followed through.

General

- To be able to fulfil the duties of the Managing Editor as and when required.
- Maintain the integrity of examinations and related data.
- Supervise examinations at the College and elsewhere in the UK and overseas, coordinating temporary or local staff and acting as College representative as required.
- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director.

This post may require some travel and working occasional out of office hours. These will be compensated.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

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All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent qualification 	
Experience and skills	<ul style="list-style-type: none"> Experience working in an office environment Experience in an administrative role Experience of preparing reports, papers and spreadsheets Experience of arranging logistics for meetings Strong Microsoft Office skills, including Excel to a good level Ability to communicate clearly and professionally with colleagues and internal and external stakeholders Ability to produce high quality and accurate written materials in a variety of formats Good numeracy skills High level of attention to detail Ability to prioritise and work on a number of projects simultaneously Ability to work to tight deadlines Willingness to learn new skills 	<ul style="list-style-type: none"> Editorial or related experience Experience in a medical or educational field Experience maintaining and using databases and / or question bank software



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Financial management and business planning	N/A	N/A
People and interpersonal skills	<ul style="list-style-type: none">• Ability to work independently and as part of a team• Good interpersonal skills, including the ability to work with internal and external stakeholders• Interest in and general understanding of editorial matters	

The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work

Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team



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Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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