Job description

Job title:	ICBSE Systems and Data Coordinator
Grade:	2b
Department:	Exams (ICBSE)
Responsible for:	n/a
Accountable to:	ICBSE Systems and Data Manager

Context

The four Royal Surgical Colleges of Great Britain and in Ireland (based in Edinburgh, Dublin, Glasgow and London) provide jointly developed and maintained membership examinations (MRCS and MRCS(ENT)) appropriate for the Intercollegiate Surgical Curriculum Programme (ISCP) curriculum and the pattern of surgical training established from time to time by the General Medical Council.

The ICBSE Office is based in, but is not operationally part of, the Royal College of Surgeons of England. The Head of ICBSE role is based in London.

There are seven other members of the ICBSE team: a Policy Manager; two Managing Editors; two Editorial Assistants; a Systems and Data Lead; and an ICBSE Coordinator.

Job summary

Coordination of key functions between the four Surgical Royal Colleges in the UK and in Ireland on test-centre, remote and face-to-face intercollegiate examinations, including:

Assisting the Data and Systems Manager on the diet-by-diet liaison with the Colleges' test-centre delivery partner to ensure effective management of the supply of seat against the consolidated demand each diet.

Preparation of candidate lists to ensure that these can be uploaded to the relevant database and assessment software platform, and working with software providers as necessary

Preparation of results templates for completion by each College during the examination and consolidating these subsequently for the intercollegiate educationalists.

Working closely with Data and Systems Manager with finalisation and dissemination of candidate results among the four Surgical Royal Colleges, ensuring appropriate quality assurance processes have been undertaken.

Coordination of general intercollegiate data processes relating to candidate performance, question material performance, statistical input in routine intercollegiate reports and effective CRM integration for all intercollegiate exam data.

Specific duties and responsibilities

1. **Stakeholder Management for Test-Centre Delivery**

Responsible for:
- Assisting with communication with the Colleges and the test-centre delivery partner to manage the supply of seats for the MRCS Part A exams in the UK and internationally.
- Managing the availability of places in during the booking window for each diet, and providing a dynamic analysis of where further supply of seats is required.
- Help monitor booking trends and support the identification o areas where additional seat supply maybe needed.

2. **Candidate List Management**

Responsible for:
- Creating and maintain list templates for candidate lists to send out to colleges, including all relevant data fields as required.
- Support Colleges during initial stages of setting candidates up relevant software platform.
  Assist with creating a central intercollegiate candidate list each exam
- Assist with candidate lists for accurate import into relevant software platform and intercollegiate database
- Extract key candidate information for reporting purposes (e.g. training level, attempt number, demographics).

3. **Results Preparation and Management**

Responsible for:
- Assist with exporting the results from software platforms
- Identifying appropriate management of candidates with remote monitoring issues
- Combining exports from different Colleges' candidates, sorting as required
- Assist the formatting of results spreadsheet following standard setting exercises
- Support QA checking of all results throughout each stage
- Creation of intercollegiate marking templates for Colleges
- Collation of college exam results into single intercollegiate results sheet
- Liaising with Educationalist and relevant committee chairs for result determination
- Assist with the preparation of final results documentation for colleges and import into database
- Help manage cases involving remote monitoring issues.

Collaboration   **Respect**   **Excellence**

4. Data Management

Responsible for:
- Liaise with Data and Exams Manager with exporting and formatting results from assessment platforms
- Assist with checking for details within the results such as first time takers and first place candidates/prize winners
- Help manage requests for reasonable adjustments to ensure consistency between Colleges
- Help manage the integrity of the IMRCS database and ensuring it is up to date with results after each exam
- Compiling statistics for intercollegiate committees and reports
- Help with updating the scenario performance spreadsheet after each diet
- Support that the College's CRM infrastructure adequately meets intercollegiate requirements on an ongoing basis.

General

- Provide support to the Data and Systems Manager and cover key responsibilities when required, ensuring continuity of service and data integrity across examination processes
- 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.

The post holder may be expected to work outside normal working including weekends. 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.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

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.

Person specification

	Essential	Desirable
Qualifications	• Degree or equivalent qualification or a proven successful track record in a similar role	
Experience and skills	• Experience working in an assessment context • Experience working with established databases • Experience working with large datasets and spreadsheets • Proven ability to work to tight deadlines and meet targets • A high standard of numeracy, and the ability to work with data confidently and accurately • Excellent IT skills, in particular Microsoft Excel and databases • Strong analytical skills, with experience of using data and evidence to solve problems • High level of attention to detail • High level written and oral communication skills • The ability to multitask, prioritise and delegate in order to deliver to tight deadlines	• Previous experience working in a postgraduate medical or similar education environment.
Technical competencies	• Strong Microsoft Office skills	Work with CRM systems and other databases

People and interpersonal skills	• Ability to work independently and as part of a team • Ability to work in a complex and fast moving environment • Excellent interpersonal skills, including the ability to influence and persuade individuals at all levels, including internal and external stakeholders	

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

Collaboration	**We embrace our collective responsibilities working collaboratively and as one college.**
	• 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.**
	• 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

Excellence	**We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.**
	• 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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