Royal College of Surgeons of England
ADVANCING SURGICAL CARE

Job description

Job title:	ICBSE Operations Coordinator
Grade:	2b
Department:	Examinations (ICBSE Office)
Responsible for:	n/a
Accountable to:	ICBSE Policy Manager

Job summary

To support the development of the Intercollegiate MRCS on behalf of, and in conjunction with, the four Surgical Royal Colleges of the United Kingdom and in Ireland and support the work of all members of the ICBSE, its sub-committees and the ICBSE office as required. Specifically, to support the administration of the ICBSE and its associated committees and to support the ICBSE Manager in their role.

Specific duties and responsibilities

The ICBSE coordinator will work closely with the ICBSE manager and ICBSE team in the following ways:

1. **ICBSE committee support**

Responsible for:

- Provide comprehensive support to the Heads of Examinations of the four surgical Colleges and appropriate intercollegiate committee chairs in producing documents and policy papers for the Intercollegiate Committee for Basic Surgical Examinations (ICBSE) and its sub-groups
- Arrange and minute meetings of ICBSE and its sub-groups, ensuring that progress against action points is monitored
- Coordinate travel and accommodation arrangements for the ICBSE team and committee representatives to attend meetings as necessary
- Processing expense claims and raise purchase orders as required
- Liaise between the various ICBSE committees and subgroups to ensure that key information is exchanged, approaches are consistent and that actions referred onwards are followed through
- Assist in drafting of publications, regulations, publicity and announcements relating to the examinations and see the agreed text through to posting on the website
- Support the administration of tender processes for external suppliers as required

- Co-ordinate committee initiatives and ensure alignment with strategic goals set by the operations manager, Head of ICBSE and ICBSE chair.
- Contribute to the development and review of governance processes, ensuring committee operations are efficient and compliant.
- Maintain accurate committee member lists and follow up with Colleges regarding non-attendance.
- Manage meeting logistics, including calendar invites, attendance, room bookings, accommodation, catering, and dinners.
- Monitor and respond to queries received via the ICBSE general inbox in a timely manner.
- Contribute to the ICBSE newsletter in collaboration with Exams Coordinators.
- Request and compile data on Assessor and candidate protected characteristics for inclusion in the ICBSE Annual Report.

2. Assessor and examiner management

Responsible for:

- Fully manage the Assessor process, including allocation for UK/Ireland and international exams, handling reports, queries, and organising the Assessor Annual General Meeting and mid-year meeting.
- Ensure Assessors are compliant with Equality & Diversity (E&D) training requirements.
- Manage international Assessor allocations transparently and equitably.
- Manage Assessor feedback for both UK/Ireland and international examination diets.
- Collate Assessor feedback from UK/Ireland and international examinations on behalf of the Chair of Assessors for presentation at the joint IQA/ICBSE meetings following each UK/Ireland diet.
- Oversee new examiner approvals, update SIMS and Moodle systems, and prepare examiner statistics for reporting at JSCM, IQA, and ICBSE meetings.
- Maintain examiner E&D tracking spreadsheets in collaboration with the Colleges, including Moodle status checks and follow-ups.
- Manage examiner feedback for both UK/Ireland and international examination diets.

3. MRCS delivery support

- Act as the first intercollegiate point of contact for candidates with queries about the delivery of the MRCS Part A examination through Pearson Vue
- Assist the ICBSE Systems Coordinator with the collection, collation and monitoring of candidate data for the MRCS Part A examination
- Ensure candidate support information and policies regarding delivery of the MRCS Part A and MRCS OSCE are regularly reviewed and updated
- Coordinate the allocation of ICBSE assessors for UK and overseas MRCS OSCE diets
- Maintain and manage communication and recruitment of the ICBSE assessor panel
- Work closely with the Operations Manager to identify and implement improvements in examination delivery collaborating with the ICSBE team.

- Lead on the development of operational guidance and training materials for assessors and delivery partners to ensure consistency and quality assurance.

4. General

- Maintain accurate electronic records and files
- Maintain the content of the MRCS website ensuring that it is accurate and up-to-date
- Monitor assigned project budgets
- Support the ICSBE Systems and Data Lead in the maintenance and generation of data relating to the MRCs examinations
- Support the work of all members of ICBSE team, as required
- Champion Collaborative working practices across ICBSE team, facilitating knowledge and continuous improvement initiatives.
- Provide operational insight and reporting to the Operations Manager to support decision making and
- Undertake such other duties, appropriate to the grade, as required.

The post holder may be required to extend normal working hours during the running of examinations for which disruption pay may be claimed.

The post holder may also need to undertake some travel within the UK and Ireland, including to Edinburgh, Glasgow and Dublin to attend intercollegiate meetings.

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.

October 2026

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Person specification

	Essential	Desirable
Qualifications	• A-level or equivalent or above	• Degree-level or equivalent
Experience and skills	• At least one year's experience working in an office environment • Experience in an administrative role • Experience of preparing reports, papers and spreadsheets • Experience of arranging logistics for meetings • Ability to produce high quality and accurate written materials in a variety of formats • 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 •	• Experience working with committees • Experience in a medical or educational field • Experience or understanding of membership organisation or experience in the not-for-profit sector
Technical competencies	• Strong Microsoft Office skills	• Work with CRM systems and other databases
People and interpersonal skills	• Ability to communicate clearly and professionally with colleagues and internal and external stakeholders • Ability to work independently and as part of a team • Good organisational skills • Ability to work in a complex and fast-moving environment	• Interest in and general understanding of educational / assessment matters

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.