



# Job description

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

## Job summary

To support the development of the Intercollegiate MRCS and MRCS (ENT) examinations 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 ICSBE coordinator will work closely with the ICBSE manager and ICBSE team in the following ways:

### 1. ICBSE committee support

- Support the work of 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
- Make travel and accommodation arrangements for the ICBSE team and committee members to attend meetings as necessary
- 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
- Support the 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



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## 2. MRCS and MRCS (ENT) 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, MRCS OSCE and MRCS (ENT) are regularly reviewed and updated
- Coordinate the allocation of ICBSE assessors for UK and oversees MRCS OSCE and MRCS (ENT) diets
- Maintain and manage communication and recruitment of the ICBSE assessor panel
- Support the delivery of the MRCS (ENT) OSCE between the four Royal Colleges

## 3. 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 Coordinator in the maintenance and generation of data relating to the MRCS and MRCS (ENT) examinations
- Support the work of all members of ICBSE team, as required
- Undertake such other duties, appropriate to the grade, as required.

*The incumbent will be expected to provide his/her own secretarial and clerical assistance and assist other colleagues within the ICBSE team, as and when necessary.*

*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.***



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**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.**



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# Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A-level or equivalent or above</li></ul>	<ul style="list-style-type: none"><li>• Degree-level or equivalent</li></ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"><li>• At least one year's experience working in an office environment</li><li>• Experience in an administrative role</li><li>• Experience of preparing reports, papers and spreadsheets</li><li>• Experience of arranging logistics for meetings</li> <li>• Strong Microsoft Office skills</li> <li>• Ability to produce high quality and accurate written materials in a variety of formats</li><li>• High level of attention to detail</li><li>• Ability to prioritise and work on a number of projects simultaneously</li><li>• Ability to work to tight deadlines</li><li>• Willingness to learn new skills</li></ul>	<ul style="list-style-type: none"><li>• Experience working with committees</li><li>• Experience in a medical or educational field</li><li>• Experience or understanding of membership organisation or experience in the not-for-profit sector</li></ul>
<b>Financial management and business planning</b>		<ul style="list-style-type: none"><li>• Experiencing of monitoring budgets</li></ul>



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<b>People and interpersonal skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate clearly and professionally with colleagues and internal and external stakeholders</li><li>• Ability to work independently and as part of a team</li><li>• Good organisational skills</li><li>• Ability to work in a complex and fast-moving environment</li></ul>	<ul style="list-style-type: none"><li>• Interest in and general understanding of educational / assessment matters</li></ul>
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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<b>We embrace our collective responsibilities working collaboratively and as one college.</b>
	<ul style="list-style-type: none"><li>• We work together, using our collective expertise and experience to effect positive change</li><li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li><li>• 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</li></ul>
<b>Respect</b>	<b>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.</b>
	<ul style="list-style-type: none"><li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li><li>• 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</li></ul>
<b>Excellence</b>	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>
	<ul style="list-style-type: none"><li>• 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</li><li>• 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</li><li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li></ul>

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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**Respect**



**Excellence**