

## Job description

<b>Job title:</b>	ICBSE Managing Editor
<b>Grade:</b>	3b
<b>Department:</b>	Examinations (ICBSE Office)
<b>Responsible for:</b>	2x Editorial Assistants
<b>Accountable to:</b>	ICBSE Manager

### Job summary

To be responsible for generation, management and review of all question material held in the Intercollegiate MRCS and MRCS (ENT) question banks, by liaising with question writers and Clinical Leads

To ensure that the banks meet the needs of the examinations by co-ordinating, managing and contributing to the question writing and updating processes as appropriate for each part of the examinations on behalf of the four surgical Royal Colleges.

To ensure that question material is commissioned, stored and reviewed through the relevant software platform.

To ensure that question material is presented clearly and accurately to candidates through different delivery methods.

The role is to be undertaken in conjunction with the Heads of Examinations of the Colleges or their nominees, the ICBSE Manager, the Chairs of the MCQ, OSCE and MRCS (ENT) sub groups and the nominated Clinical Leads.

### Specific duties and responsibilities

#### 1. Question Development

- Leading on the implementation and delivery of new question-writing infrastructure to ensure effective production of high-quality assessment material for the MRCS Part A and Part B
- Leading on the training of new members of question-writing groups to ensure an understanding of question structure and composition style
- Managing the commissioning of new questions and the maintenance of levels of questions for syllabus coverage and disseminating new material to relevant Clinical Leads for review
- Oversee the proofreading of questions prior to inclusion in the bank, focusing on grammar, punctuation, clarity, consistency of style and referring problems or queries to the writer, BCA lead or sub group chair as appropriate
- Working with external contacts and Clinical Leads to improve the quality of props and reviewing existing content to produce new images and specimens to enhance the quality of the examination.



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## 2. Exam Content Management

- Working with the Clinical Leads to ensure that question material is blueprinted effectively and demonstrably to ensure adequate syllabus coverage for each examination
- Ensuring that anchor material from previous examination sittings is selected and clearly identified for the Clinical Leads and external psychometrician to support subsequent standard setting
- Developing, communicating and reviewing schedules to ensure that the construction of examination material is achieved in line with the relevant delivery deadlines
- Gathering data and producing updates on the status of all old questions, new questions, rewritten questions and question writing activity to relevant Clinical Leads, sub-groups and ICBSE committees
- Managing the supporting material for questions included in examinations, including both digital assets and physical props
- Disseminating securely completed question material to relevant stakeholders for delivery

## 3. Exam Software Management

- Overseeing the migration of questions to new question bank software and managing the workload during the process of migrating to new software whilst maintaining equivalent levels of quality assurance within old question bank software
- Liaising with examination delivery providers ahead of each sitting to agree deadlines for examination content completion and coordinating the workload of the Editorial Team and Clinical Leads as well as planning meetings at appropriate dates to adhere to these deadlines
- Ensuring that the final copies of all MCQ papers to be uploaded to online question portal (and printers where required) complete and accurate, including QA checking all previews of examinations within the provider's software and providing final sign-off on examination material before it goes live to candidates.
- Making decisions on the examination settings for MCQ papers within software programs which determine the visual format, button setup, timer settings, question review settings, navigation options and note taking functions for all candidates, including those with accessibility requirements
- Setting up and reviewing examination guidance, tutorials and mock examinations for delivery software so that all candidates can be familiarised with the examination platforms before using them for the first time.

## 4. Examination Review

- Organising Clinical Leads meetings to facilitate the review of question performance, providing information relating to performance statistics
- Oversee the OSCE scenario feedback process by liaising with Clinical Leads to ensure that amendments to question material are implemented where appropriate
- Liaising with the psychometrician to produce data on the examination questions, statistics and response data relating to historical examinations used for marks in standard setting.
- Liaising with the Systems Coordinator to ensure results processing within new systems is consistent across examination content set up and results export stages
- Contributing to standard setting meetings by informing the panel of software provider features that affect the candidate experience



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## 5. Committee and Sub-Group Engagement

- Producing document and policy papers for the sub-group and other ICBSE committees as requested by the chairs of the MCQ, OSCE and MRCS (ENT) sub-groups
- Action and resource planning in response to development work agreed by ICBSE and its sub-groups
- Providing updates to the Clinical Leads regarding development work relating to delivery and quality improvement of the examinations
- Working with the MCQ, OSCE and MRCS (ENT) sub-groups to discuss and agree policy issues relevant to each examination sitting

## 6. Staff Management

- Managing the Intercollegiate Editorial Team, including the setting of objectives and the conduct of performance reviews in accordance with College policies.
- Co-ordinating the work schedules of the Editorial Assistants and all activity of the Editorial Team, including reviewing workload on a weekly basis to meet constantly changing methods of working due to requirements for the production of new examination papers and new delivery mechanisms.
- Deputising for the ICBSE Manager as required
- Managing all staff induction, training and development of the Editorial Team

## 6. Self-Development

- Attending internal development programme 'Managers Toolkit'

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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## Person specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level, equivalent qualification or a proven track record in a similar role.</li> </ul>	
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>Have previous experience in a question editing or equivalent role</li> <li>Have proven experience working in a health/educational or similar related organisation</li> <li>Can demonstrate the ability to review work and processes in order to produce work of a high standard</li> <li>Experience of working with committees or senior groups</li> <li>Experience of line management</li> <li>Can demonstrate the ability to work under pressure</li> <li>Evidence a clear understanding of the need for consistency</li> <li>Proven experience of high quality control standards</li> <li>Experience of communicating effectively with multiple stakeholders</li> <li>The ability to produce statistical information / reports</li> </ul>	



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IT Skills	<ul style="list-style-type: none"><li>• Excellent Word and Excel skills</li><li>• Question management software packages</li></ul>	
People and interpersonal skills	<ul style="list-style-type: none"><li>▪ Team player</li><li>▪ High level of written and oral communication skills</li><li>▪ Accuracy and attention to detail</li><li>▪ Highly organised</li></ul>	

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

Collaboration	<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>
Respect	<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>
Excellence	<b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b>



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	<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>
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**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.**

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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