

JOB DESCRIPTION

POST: ICBSE Editorial Assistant

GRADE: 2b

DEPARTMENT: Examinations (ICBSE Office)

RESPONSIBLE FOR:

RESPONSIBLE TO: ICBSE Question Editor

JOB SUMMARY

To support the work of the Question Editor in maintaining and updating the intercollegiate MRCS and DO-HNS question banks on behalf of the four surgical Royal Colleges.

To support the work of the Systems Coordinator in maintaining and updating the intercollegiate database and assisting in the administration of intercollegiate exams 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 DO-HNS – 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.
- Leading the production and development of the DO-HNS MCQ paper.
- Maintaining the security of the MRCS and DO-HNS banks and questions.
- Assisting the Question Editor with the development and management of the MRCS and DO-HNS OSCE banks.
- Keeping accurate records and files, including audits of MRCS and DO-HNS MCQ and OSCE banks.

2 Examination Preparation

Responsible for:

- Liaising with college examination departments regarding exam dates, circuits and scenarios required for each OSCE diet.
- Securely sending out via email correct scenarios and props to centres/colleges before each OSCE diet.
- Maintaining and updating the central intercollegiate props bank for the OSCE in liaison with the colleges.
- Covering the duties of the Systems Coordinator in supplying examination statistics, ordering question papers from printers and scanning of MCQ answer sheets.
- Creating examinations on the SIMS database to allow candidate bookings.
- Producing candidate lists for each examination.

- Preparing, checking and dispatching candidate admission notices, results letters and certificates.
- Producing pass lists and importing candidate results into the SIMS database.
- Maintaining candidate records in the SIMS database.
- Supporting the development, maintenance and co-ordination of the SIMS database & IMRCS database for the department in liaison with the Systems Co-ordinator.

3 Committee Servicing

Responsible for:

- Assisting the Question Editor in producing reports and data for the OSCE standard setting meetings and MCQ and OSCE subgroup meetings.
- Assisting in servicing the meetings of the MCQ and OSCE subgroups and the completion of agreed action points within its remit. To produce document and policy papers for the subgroup and other ICBSE committees as requested by the chairs of the MCQ and OSCE subgroups.
- Assisting with the feedback process for OSCE – 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 Question Editor as required.
- Communicating key information: liaising with the ICBSE Manager, 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.

This post may require some travel and working occasional out of office hours, for which Flexi-leave and/or Time off in Lieu may be claimed.

General

- To be able to fulfil the duties of the Systems Coordinator 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 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.

PERSON SPECIFICATION

POST:

ICBSE Editorial Assistant

Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent 	
Experience	<ul style="list-style-type: none"> 1-2 years in an office environment Previous experience in an administration role Maintaining and using databases Preparation of papers and reports Arranging logistics for meetings and question-writing sessions Checking and recording examiner expense claim forms 	<ul style="list-style-type: none"> Editorial or related experience Experience of working in a medical or educational field Maintaining and using the SIMs database used by the College
Skills and Abilities	<ul style="list-style-type: none"> Microsoft Office Communicates courteously, clearly and effectively with colleagues and internal/external customers Adjusts communication style, both verbally and in writing to suit situation and audience Able to produce high quality and accurate written materials in a variety of formats Good numeracy skills Eager to learn new skills Able to prioritise and work on a number of projects simultaneously 	
Personal Qualities	<ul style="list-style-type: none"> Interest in and general understanding of editorial matters Ability to work as part of a team Good organisational skills Good interpersonal skills Good time-keeping Able to work on own initiative Attention to detail Able to work to tight deadlines 	

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

Diversity - we value ***diversity*** and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous ***improvement***, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result

Responsibility - we take personal ***responsibility*** for all we do.

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

Collaborative - we are ***collaborative***, both across the College and with our stakeholders across the world.

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviors which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

Prudent - we are ***prudent*** in our use of resources.

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

Professional development - *we are committed to personal **professional development** that benefits the individual and the College.*

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

NOTE: This Job Description may be changed from time to time in consultation with the post holder as part of a regular process of work review.

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