

September 2017

Dear Applicant,

RE: Examinations Co-ordinator

Thank you for your interest in working for The Royal College of Pathologists.

We are professional membership organisation with charitable status, concerned with all matters relating to the science and practice of pathology. We have over 11,000 members worldwide. The majority of our members are doctors and scientists working in hospitals and universities in the UK. Although some pathologists work in laboratories, many work directly with patients in hospitals and the community. Together they are involved in over 70% of all diagnoses, as well as playing an important role in disease prevention, treatment and monitoring. The College oversees the training and continuing professional development of pathologists and scientists working in 19 different specialties.

The Examinations team organises all aspects of the College's exams, including question setting, quality assurance and control, organising venues and invigilation, candidate relations, examiner liaison and meeting all regulatory requirements. The Examinations Co-ordinator role is an opportunity to be involved in the delivery of medical education, and to support candidates and examiners through providing excellent customer service.

Please note that the Examinations Co-ordinator role involves peak workload around examination periods. As it is essential that examinations run smoothly, there are restrictions on taking annual leave during peak periods, which include March-May and September-November.

To apply please complete an application form and email to recruitment@rcpath.org. Alternatively to you send your completed application by post to Jane Stern, HR & Development Manager, The Royal College of Pathologists, 4th Floor, 21 Prescot Street, London, E1 8BB. The closing date for applications is **Monday 16 October 2017, at 12 midday**. Interviews are scheduled for Friday 27 October.

If you would like to speak to someone about the role, please contact HR in the first instance, on 020 7451 6708 or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Marianne Whitelam
Senior Examinations Co-ordinator



Examinations Coordinator

Job description

Responsible to: Senior Examinations Co-ordinator

Accountable to: Examinations Manager

Working hours: Full time 35-hour week (excluding lunch hour) Monday to Friday

Location: The Royal College of Pathologists, 4th Floor, 21 Prescot Street, London, E1 8BB with travel to other venues across the UK.

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently over 11000 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

The Examinations Department administers all aspects of the College's Fellowship (FRCPath), Diploma, Certificate, Stage A and BMS examinations and Fellowship by Published Works for 20 medical and non-medical specialties. The Department administers around 100 examinations per year in two sessions for approximately 1300 candidates. The Department's responsibilities fall under the following main headings:

- Question setting
- Quality assurance and control
- Candidate relations
- Examiner management
- Regulatory requirements

Job Summary

There are three Examinations Co-ordinators, all of whom have responsibility for providing comprehensive administration support for examination activities. The complexity of the examinations means that it is essential that all members of the Examinations Department work as a team and maintain appropriate cover at all times. The Examinations Co-ordinator will therefore focus on the areas detailed below but other tasks can be assigned by the Examinations Manager or the Senior Examinations Co-ordinator.

Key Responsibilities

Candidate Relations

The Examinations Co-ordinators will work with the Senior Examinations Co-ordinator to ensure that the database and website are up to date and accurate, and ensure that the following tasks are carried out:

- processing online applications and fees and entering candidates
- issuing receipts to candidates for payment of examination fees
- dealing with enquiries from candidates, examiners and advisers, ensuring that more complex issues are escalated quickly and appropriately.

Examination Management

The Examinations Co-ordinators will, along with the Senior Examinations Co-ordinator, be responsible for arranging logistics for a selection of examinations offered. The examinations allocated to the individual Co-ordinators may rotate on a session by session basis or may remain a static allocation. Adherence to deadlines and the internal examination security policy is required at all times.

- Arranging examination centres and facilities within the Examinations budget, including sourcing appropriate venues and all logistics, allocation of candidates to appropriate centres, and booking of examination venues within a fixed budget
- Attending examinations: invigilating at written and dry practical examinations and assisting candidates and examiners at practical and oral examinations.
- Preparing and checking examination material for despatch to examination centres or examiners for marking, including use of the examinations e-management system where appropriate.
- Processing marks, preparing and checking results for the Examiner Panel Chairs, Examinations Committee and candidates.
- Processing submissions of written options towards Part 2 or applications for Fellowship on the Basis of Published Works.

Examiner Management

The Examinations Co-ordinators will liaise with examiners for their allocated examinations to ensure that there are sufficient appropriate examiners to attend meetings and examinations. Duties include:

- Liaising with Chairs of Examiners' Panels, Lead/Host Examiners, Examiners and the Senior Examinations Co-ordinator regarding the organisation of examinations
- Coordinating and, where required, attending and minuting examiners' meetings and workshops, including organising attendees and venues.
- Attending and minuting meetings of the Examinations Committee
- Preparing statistics and any other reports as required.

General duties

- Assisting with Part 1, Part 2, Diploma, Certificate, Stage A and BMS examinations and submissions of Part 2 written options and applications for Fellowship on the Basis of Published Works outside of those examinations in the post holder's direct remit.
- Keeping abreast of relevant research and developments within own professional field, including developments in GMC/HSST policy, statistical methods applied to examinations in standard setting and results, and matters relating to equality.
- Revising processes and continuing to find more efficient and effective ways of working.
- Updating content for the website.
- Maintaining confidentiality (including data protection) and security.
- Undertaking any other such duties and responsibilities as requested which are commensurate with this role.

Specific duties

- This role requires a sustained level of mental demand and concentration, maintaining accuracy and attention to detail at all times.
- This role will involve a significant level of manual handling of examination material.
- This role will include working occasional extended hours or to a rota during examination sessions and will have periods where annual leave may not be taken or may be limited.
- Some travel within the UK to attend examinations may be required and may include overnight stays.

Scope and accountability

Responsibility for planning: the Examinations Co-ordinator is responsible for planning and prioritising their own tasks to meet with overarching departmental deadlines in order to deliver the examination sessions. The post holder is responsible for meeting strict deadlines and managing competing and changing priorities.

Responsibility for decision making: the Examinations Co-ordinator will resolve standard problems personally, referring more complex problems to their line manager. The post holder will use their subject knowledge to recommend solutions to problems in the area of examinations.

Responsibility for resources: the Examinations Co-ordinator is responsible for maintaining the team's information resources, including contacts database, correspondence with candidates and examiners, reports and other relevant data. As a member of the Examinations team, the Examinations Co-ordinator takes responsibility for the security and confidentiality of sensitive information including examination materials and results.

Key relationships

The Examinations Co-ordinator works closely with colleagues in the Examinations Department and provides information and support to examination candidates and College Examiners, who are Fellows of the College, the Examinations Committee and the Director of Examinations, the Research Committee and the Director of Research with regard to published works applications. The post holder will also work frequently with other departments within the College including IT, Membership and Finance, International, Assessment and Training.

Examinations Coordinator Person specification

Requirements	E	D
Educated to A-level standard or equivalent	✓	
Administrative experience (minimum of one year)	✓	
Experience of working in medical/education sector, high-stakes or membership environment and/or experience of working under external scrutiny/regulation		✓
Experience of creating, updating and adhering to procedures	✓	
Excellent written and verbal communication skills and the ability to communicate effectively with a wide range of people	✓	
Fully IT literate including intermediate/advanced knowledge of Excel	✓	
Experience of working with databases and a broad understanding of their capabilities	✓	
Experience of working with File Maker Pro		✓
Experience of proofreading documents	✓	
Experience of working with websites, including updating content		✓
Numerate	✓	
Ability to prioritise own workload and to cope under pressure	✓	
Ability to work as part of a team	✓	
Ability to meet deadlines	✓	
Excellent accuracy and attention to detail	✓	
Ability to maintain confidentiality	✓	
Ability to use own initiative and solve problems	✓	
Willingness to carry out routine tasks with focus for sustained periods of time	✓	
Willing to travel around the UK as required	✓	

Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The starting salary for the post is £25,388 per annum, with competence-based pay progression to £27,369 per annum.
Annual Leave	25 days per annum, plus bank holidays. 1 extra day for each two years of completed service is given to a maximum of 33 days.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Subsidised Café	All staff currently have access to an on-site café which is subsidised by the College.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pension	The College participates in the Superannuation Arrangements of the University of London (SAUL) a career average defined benefit scheme. Currently, the employee contribution is 6% of salary and the employer contribution is 16% of salary.
Season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Gym membership loan	We offer an interest free loan to purchase discounted gym membership at a wide range of gyms.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff.
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.