Administrative Officer (MBChB Assessment)
College of Medicine and Veterinary Medicine
University of Edinburgh

1. Job Details
Job title: Administrative Officer (MBChB Assessment)
School/Support Department: College Office – Medicine and Veterinary Medicine
Unit (if applicable): Academic Administration
Line manager: CMVM Assistant Secretary (Academic Administration)

2. Job Purpose
The job holder provides day to day management for all aspects of assessment on the five year undergraduate medical programme (MBChB) and provision of timely, professional advice to academic staff and administrative colleagues on matters pertaining to assessment. The job holder is responsible for the development of policies and codes of practice regarding assessment administration and contributes to the development of academic policy relating to assessment.

3. Main Responsibilities

1. Developing, implementing and managing systems to support assessment throughout the MBChB programme. Regularly reviewing processes and procedures to ensure they are fit for purpose and comply with internal institutional assessment regulations and external requirements from the General Medical Council and QAA. Managing the team responsible for delivery of all aspects of assessment.

2. Managing and inputting to the continued development and roll out of the electronic tools for the management of the administrative processes for assessment. Writing and producing user documentation for the systems with responsibility for ensuring staff receive the appropriate training and development and are aware of the procedures and processes involved in their use. The Assessment Engine, OSCA and Speedwell software for MCQ and OSCE examinations are the systems currently in use. Plagiarism software and Questionmark and both under consideration.

3. Manage data held on the Assessment Engine (AE). The AE holds the golden copy of the student assessment records. This includes current examination data for presentation at exam board meetings, statistics on student performance to advise exam boards on validity and standard setting, feedback to students on their performance, records for all assessment undertaken during the student lifecycle and data for Directors of Studies to monitor their directees progress. The delivery of accurate data in a timely manner is essential to the undergraduate programme.

4. Responsible for managing the assessment schedule - from timetabling to publication of results. Managing the practical arrangements for examinations; liaising with the WGH Assessment Centre staff over bookings, scheduling and timings, staffing (invigilators, examiners and support staff), advice to markers and students. Ensuring that all actions adhere to a strictly defined schedule and that meetings of the Boards of Examiners are properly recorded and final results are agreed and signed by all Examiners, internal and external. Managing the award of MBChB with Honours and the issue of prizes and awards.

5. Management of the development of the Portfolio as a major component of the assessment within the MBChB. Responsible for all arrangements relating to the Overview Essay in Years 4 & 5, training of examiners and markers, MBChB Portfolio Viva and documentation on EEMeC.
6. Managing the MBChB and Honours External Examiner system. Managing appointments, contracts, payments and disseminating reports for Year Directors for comment on specific highlighted issues raised in the report.  

7. Committee Work
Responsible for working with the Chair of the Coordinating Assessment Board (CAB) to manage the business of the committee, ensuring decisions taken are implemented, follow-up work is carried out as required and all appropriate assessment matters are taken to the CAB meetings for approval.
Managing and supporting the development of non-academic aspects of student assessment relating to their professional development. Monitoring under performance and taking action at the earliest opportunity. Managing arrangements for students to meet with the Professional Development Committee and ensuring the committee are appropriately briefed on the referred students. Monitoring the progress of students following meetings and reporting back to the committee on the need for further action.
Secretary to the MBChB Exclusion Appeals Committee – timetabling meetings, scheduling hearings, coordinating input of student representation, advising DoS and students of outcomes and minuting meetings.
Secretary to the Portfolio Sub Committee.

4. Planning and Organising
The planning for assessment is done up to a year in advance as part of the academic cycle with detailed planning over shorter timescales. However, the MBChB assessment is continually being reviewed and developed and the job holder is responsible for planning the implementation of change ensuring it is correctly channelled through the College and University approval procedures and decisions communicated appropriately.

The jobholder is responsible for planning and organising his/her own workload and that of other members of staff with responsibility for the support of assessment arrangements. Some aspects of the job are reactive, for example arrangements for assessments and examinations must adhere to a strictly defined schedule for actions and meetings therefore venue bookings, preparation of paperwork, information to individuals involved, and roles and responsibilities must all be agreed and actioned in a timely manner.

The jobholder is responsible for continually reviewing the assessment support structures and planning and implementing change to ensure they are fit for purpose.

5. Problem Solving
The job holder must be aware of problems that are likely to arise and be able to foresee and to avert difficulties. S/he must also be able to respond quickly and constructively to unexpected problems such as unavailability of examiners, problems with the recording of data during or immediately following an exam or a request for advice from an Exam Board when an individual circumstance falls outwith the assessment regulations. In a line management capacity the job holder is responsible for providing support to other staff dealing with assessment related problems such as accommodation issues, late submissions etc.

6. Decision Making
- Responsibility for taking decisions either independently or in consultation with other staff regarding the operational aspects of the delivery of assessment procedures eg data storage, use of staff resource, use of MBChB assessment budget. S/he is responsible for advising the Examination Boards and others (Directors of Studies, MBChB Exclusion Appeals Committee, Internal and External Examiners, Co-ordinating Assessment Board, Portfolio SubCommittee and Professional Developemnt Committee) in their interpretation of College progression regulations and the University Assessment regulations.
- Participation in discussions and ultimately decision making regarding the strategic development of assessment across the MBChB curriculum.
• Planning and organisation both of own workload and that of clerical staff involved in supporting assessment

7. Key Contacts/Relationships
• The job holder will establish and maintain good working relationships with a range of internal and external contacts. This includes: day to day work with academic, administrative and clerical staff within the MBChB, MBChB students and senior administrative and academic staff within the College and honorary NHS staff with a responsibility or involvement in assessment within the MBChB; contact with external examiners in other HE institutions; work with administrative colleagues within the College and wider University, including Registry.
• Communication with support bodies within and outwith the University that may be able to provide help to students or are currently providing help to those referred to either the Professional Development Committee or MBChB Exclusion Appeals Committee.
• Equivalent post holders in educational institutions who have undergone similar developments may be contacted for advice or input.
• External software providers.

8. Knowledge, Skills and Experience Needed for the Job
• Educated to first degree level
• Excellent communication (written and oral) and interpersonal skills
• Sophisticated IT skills to include proven experience with Microsoft applications including databases and spreadsheets
• Ability to work under pressure and to meet tight time scales
• Ability to manage and adapt to change
• Ability to imaginatively manage a task orientated team as well as function as a team member
• A willingness to work flexibly
• Ability to prioritise and organise own workload and that of others effectively
• Positive and imaginative approach to tasks
• Ability to trouble shoot
• Experience in a client centred environment
• A minimum of two years administrative experience preferably in an educational environment

9. Dimensions
• Co-manage 7 clerical staff within College (5 Year Coordinators, 1 Clerical Officer and 1 Senior Clerical Officer) in their duties relating to assessment.
• Monitor annual budget of £50,000
• 4 Committees
• 1200 MBChB students
• A total of 394 assessment events per annum
• In excess of 700 academic and NHS staff potentially with assessment responsibilities
• 34 External Examiners

10. Job Context and any other relevant information
Representative on various groups within the College and University to contribute to driving forward developments in assessment systems and processes.

11. Verification
I agree that this job description conveys an accurate description of this job.
Manager: 
Job title: Name: Signature: Date:
Job holder: 
Staff number: Name: Signature: Date:
Other:
Job title: Name: Signature: Date: