



## **Quality Assurance and Question Bank Manager**

**35 hours per week**

**Salary Grade 5 – £30,379**

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiring, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and while this is a full-time post, applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

### **The Role**

To manage the quality assurance activity and examination question banks of the Assessment Unit and ensure academic quality and standards are maintained. This includes creation of exam papers, managing standard setting activity, examiner training, candidate appeals and requests for reasonable adjustments for examinations in line with appropriate policies. Staff management of the Quality Officer and managerial oversight of a number of examination administrators allocated to exam paper preparation activity. Acting as the key support to the Director of Education and Assessment and the Deputy Head of Assessment on all aspects of quality assurance activity providing advice and guidance on policy development and implementation. Responsibility for the creation of 60 examination papers per year and management of 25 appeals and 15 reasonable adjustment requests. The College supports hybrid working practices including working from home, however regular attendance at meetings in Glasgow city centre would also be a requirement of the role.

### **How to Apply**

Successful candidates will have the requisite ability and experience to meet the specific requirements of the post. If you believe you have the skills then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring form to S1jobs.

**The closing date is Tuesday 3<sup>rd</sup> August 2021 at 12 noon. It is anticipated that interviews will be held on Wednesday 11<sup>th</sup> August 2021.**

If you have any queries, or would like to apply, please contact [HR@rcpsg.ac.uk](mailto:HR@rcpsg.ac.uk)