



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

## **Examinations Administrator**

**Salary Scale – Grade 3 - £22,783 – 35 hours per week**

### **Glasgow**

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**

Reporting through the Examinations Manager to the Deputy Head of Assessment and Director of Education and Assessment, the Examinations Administrator provides an examination administration service for postgraduate medical, surgical and dental examinations. The post-holder will be allocated to the dental, medical or surgical examinations team, depending on examination allocation but will work across the Unit as necessary. A clear grasp of the full range of examination requirements, in the context of national assessment standards, needs to be developed. The role involves planning and working both independently and as a team member, and requires strong organisational skills and attention to detail.

On reviewing the information should you decide to apply for the post please do so **via S1jobs**.

**The closing date is Wednesday 22<sup>nd</sup> September 2021 at 12 noon.**

**It is anticipated that interviews will be held on Tuesday 28<sup>th</sup> or Wednesday 29<sup>th</sup> September and candidates will be asked to undertake competency-based tests.**

If you have any queries please contact [HR@rcpsg.ac.uk](mailto:HR@rcpsg.ac.uk) or access the recruitment package at <http://rcp.sg/careers>.

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