



## Job Description

### Section 1 - Description

<b>Job Title</b>	Dental Specialty Fellowship Exams Coordinator (Examiners/Policy)
<b>Grade</b>	Grade 3, Salary £25,640
<b>Location:</b>	Education & Assessment Directorate, RCPSG, Glasgow The College has introduced hybrid working which enables employees to work from both their home and in the College. As part of this arrangement, employees will be required to spend at least 50% of their working time in the College, with the days being subject to the needs of the business.
<b>Reports to:</b>	Dental Specialty Fellowship Exams Senior Manager/Lead
<b>Date:</b>	September 2025

### Section 2 – Context, and Job Purpose

#### Context

The three UK Surgical Royal Colleges (based in Edinburgh, Glasgow and London) will, from September 2026, provide jointly developed and maintained fellowship examinations (DSFE exams) mapped to the General Dental Council (GDC) curriculum. Of the 13 dental specialties regulated by the GDC, DSFE examinations will be provided for ten of these. In addition, this role will oversee the delivery of the dental membership exam (MFDS) provided by these Colleges.

The Dental Specialty Fellowship Examinations secretariat (“the Secretariat”) works on behalf of the Surgical Royal Colleges to manage the assessment and policy frameworks of the DSFE exams. The team lead the delivery of all DSFE UK exams and coordinate the support for any collegiate international delivery. The team is based in, but is not operationally part of, the Royal College of Physicians and Surgeons of Glasgow. This role is based in Glasgow.

#### Job Purpose

Reporting to the Dental Exams Senior Manager (Examiners/Policy), the Coordinator (Examiners/Policy) will be one of a small team of coordinators responsible for ensuring strong governance of and communication of examiners for the relevant examiner boards and examiner panels. This will include organisation and support for exam board meetings, and monitoring examiner compliance with mandatory training. In addition, this team will be responsible for the

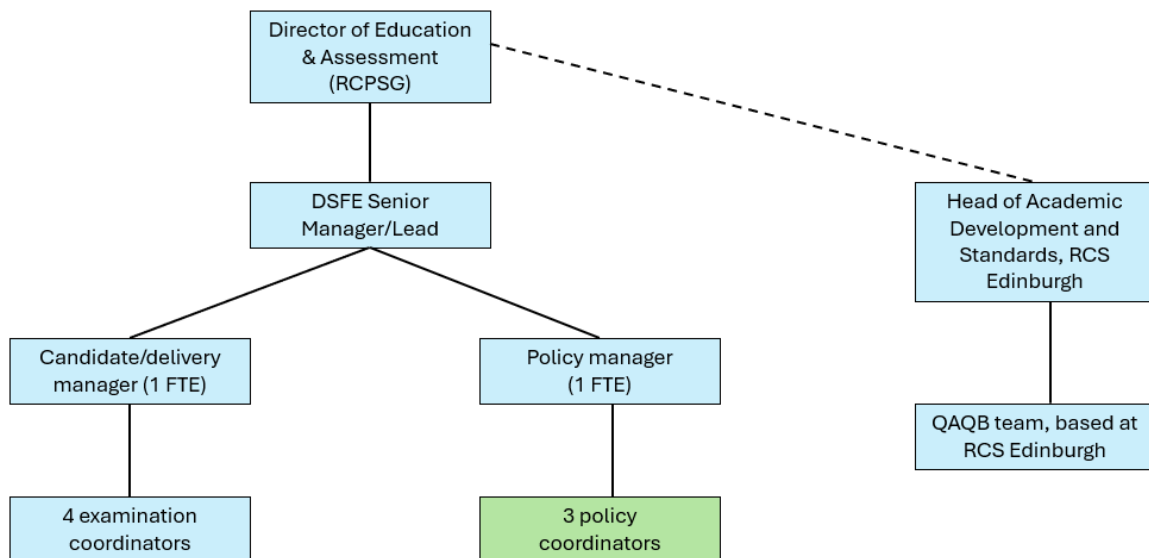


policies relating to these examinations, ensuring they remain fit for purpose, aligned to best practices, including EDI, and available to those who need to access them.

Members of this team will work closely with the team managing the candidate journey and delivering the examinations, which is also part of this Secretariat. On occasion they will be involved with delivery of the examination, including travel within the UK.

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.

### Section 3 - Organisation Chart



### Section 4 – Job Dimensions

- No direct budgetary or people management responsibility
- Management of approx. 600 examiners per annum
- Management of 11 Examination Boards
- Management of the Dental Specialty Fellowship Examinations Executive Committee
- Management of the MFDS Executive Committee



## **Section 5 - Main Responsibilities and Role**

- Administer examiner recruitment and applications and terms of appointment ensuring compliance with Examination Regulations and intercollegiate policy, initiating and maintaining clear and accurate records
- Working with colleagues providing examiner training (in RCS Edinburgh), coordinate training for examiners, ensuring accurate record keeping and following up where required
- Organise examiners and invigilators for written and structured oral examinations, initiating and maintaining records, making travel, hotel and catering arrangements as required
- Input and check data relating to examiners using the online question bank software/ examination delivery system
- Plan and organise events including standard setting and marking sessions and examiner training, as appropriate including arrangements for hotel and travel bookings, preparation of relevant paperwork, tracking receipts and payment of expenses, as well as payments to external venues, ensuring compliance with agreed financial procedures
- Administer regular exam board meetings including all meeting arrangements and documentation preparation, attending as required to provide support including production of meeting minutes
- Handle all enquiries from candidates and examiners relating to policy matters in compliance with current legislation (e.g. GDPR)
- Ensure all examination policies are regularly reviewed and updated, linking with policies across UK Surgical Royal Colleges and compliance with Equality, Diversity and Inclusion policies
- Maintain policies on examination website, ensuring accurate version control and availability of up-to-date policies to all candidates and examiners
- Monitor and manage workflow of appeals and complaints, working with colleagues in dealing with quality assurance (in RCS Edinburgh) to progress and document all such requests

In addition, those in this team will, on occasion, be involved in the examination delivery around the UK, assisting the candidate team in the delivery of examinations to ensure a smooth candidate experience.

## **Section 6 – Planning and Organising**

Planning for an examinations is highly proactive, involving excellent planning and organisational skills.

- The ability to plan and work both independently and as a team member is essential
- The coordinator must have a view of activities in the forthcoming period (up to six months) identifying priorities and agreeing these with their manager.



## Section 7 – Decision-Making

- The Coordinator must must work proactively, making decisions in line with examination regulations, procedures and past practices, essential to the planning process as appropriate
- The Coordinator must be aware of various lines of reporting (e.g. through Managerial and Governance structures) ensuring that their line Manager and relevant parties are involved in decision making as appropriate

## Section 8 – Knowledge, Experience and Skill Set Required

### **Knowledge:**

#### *Essential:*

- Educated to a degree level or equivalent (i.e. educational achievement plus working experience)
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential
- Confidence with technology, to use bespoke examination systems and AI (within permitted policies) to streamline processes
- Knowledge of relevant legislation (e.g. GDPR)

#### *Desirable:*

- Understanding of the Medical/Educational/Public sector or not-for-profit environment
- Knowledge of quality assurance and maintenance of standards in relation to examinations

### **Experience:**

#### *Essential:*

- Relevant administrative experience is essential. Examples could include; office management, data management, financial administration.
- Experience using Microsoft Office applications including Word, Excel and Outlook

#### *Desirable:*

- Demonstrable experience of organising examinations or events including; all logistical arrangements as well as examiner engagement and marking/results processing is desirable

### **Skill Set:**

#### *Essential:*

- Strong planning and organisational skills
- Ability to work to strict timescales in order to meet deadlines



- Attention to detail
- Ability to interpret detailed Regulations
- Efficient flexibility
- Proficiently proactive and reactive
- Strong team-worker
- Excellent communication skills
- Good interpersonal skills
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner

### **Section 9 – Job Context and Special Features**

- Additional hours may need to be worked in accordance with the demands of the Unit's business activities, including meetings and examinations. Meetings may require attendance in the evening and exams may require early morning attendance at centres and/or later finishes. The College has a Time Off In Lieu (TOIL) policy to cover this.
- The post holder may be required to travel within the UK for meetings and examination delivery, therefore periods away from home are necessary.
- Attendance in the office is a requirement in line with the College's hybrid working policy.
- With forward planning, some flexibility in working days may be required to meet the needs of the business