**Information for Applicants**

**Examinations Manager**

**£39,268 per annum**

**Edinburgh**

**35 hours per week**

We are seeking to appoint an experienced and motivated individual to lead and supervise the RCPE examinations team in the delivery of written and clinical examinations. You will take the lead role in one or more aspects of delivery of the examinations such as the Practical Assessment of Clinical Examinations Skills (PACES) examiner/centre management and liaison with the Edinburgh examinations centre and patients database team.

**About the Royal College of Physicians of Edinburgh**

The College is an independent professional membership organisation and registered charity, which exists to support the profession to deliver the gold standard in healthcare provision.

Our five year strategy includes five main aims to:

* Promote excellence through evidence-based medical practice, research and policy.
* Improve public health and healthcare through international partnerships with multi-disciplinary clinicians and the public.
* Be the professional voice of physicians.
* Achieve international recognition as an innovator in medical education, training and standards.
* Share and promote our medical heritage.

We represent over 12,000 Fellows and Members worldwide by improving their skills and knowledge, setting standards and developing policy and guidance. The College helps qualified doctors to pursue their careers in specialist (internal) medicine through our world-renowned education and training programme. We ensure that the views and practical clinical experiences of our membership are taken into account by health policymakers throughout the UK and communicated to the media and the public. We provide resources and information to support and facilitate professional development for physicians throughout their careers.

**The Role**

* To ensure the delivery of the written examinations to Federation and College standards in RCPE centres in North of England and Scotland by ensuring appropriate venues are booked, exam materials are distributed and collected and local administration processes comply with Federation regulations.
* To be responsible for the accurate registration of all candidates applying to RCPE or an RCPE centre in the UK and all subsequent communications.
* To be responsible for the PACES exam as delivered by RCPE.
* To deliver RCPE diploma ceremonies for successful candidates within set budgets.
* To contribute to IT systems development as required.
* To work in close partnership with the Membership Department to promote the benefits of Collegiate Membership to successful candidates.
* To ensure written counselling by the Directors for candidates failing continues accurately and timeously.
* To be the line manager for all members of the examinations team, undertaking review and development interviews with them and agreeing a training plan with the Head of QRS.

**The Person**

* Educated to degree level or equivalent.
* Management experience at a departmental level.
* Demonstrate success in achieving targets.
* Possess excellent communication and negotiation skills with the proven ability to influence and persuade.
* Have effective people management skills to support staff to adapt in line with a fast changing environment.
* Ability to quickly analyse situations and adapt approaches to ensure priority tasks are achieved within time targets and budgets.
* Ability to create and maintain effective working relations with a wide range of staff, candidates, Fellows and Members (often not in Edinburgh).
* Motivational skills to encourage performance and productivity from his/her team.
* Flexible in approach and an ability to work under pressure, given deadlines for examinations.
* Ability to manage competing and (on occasions) conflicting priorities.
* Competent computer skills in MS Office and using databases and with a clear understanding of data protection standards.

**Remuneration Package**

The salary for this role will be £39,268 per annum plus benefits. Additional benefits include:

* Pension: with employer contributions of 7%.
* Holidays: 23-28 days annual leave based on service. All employees receive 11 days public holiday/College close downs.
* Life assurance scheme.
* Long-term income protection scheme for those unable to work due to illness.
* Cycle to Work scheme.
* Discounted rates for use of the venue for personal events.

**To Apply**

All applicants are required to submit a completed application form. A CV may be included with your application.

**Closing Date:**  9am on Monday 7th January 2019

**Interviews:** 16th January 2019

**Informal enquiries to:** Lindy Tedford, Head of Examinations, on 0131 225 7324 or by e-mail

 to l.tedford@rcpe.ac.uk

**Completed applications should be returned to:** m.craven@rcpe.ac.uk