Job description and person specification

Job title: Head of Examinations and Assessment

Contract: Permanent

Hours: Full time (35 hours per week)

Location: Farringdon, London EC1N

Salary: £47,000–£52,000 per annum

Department: Professional Development

Reports to: Professional Development Director

About ICSA

ICSA: The Governance Institute is the professional body for governance. We champion good governance practices, provide qualifications, training and resources to members and governance professionals worldwide.

To help boards and organisations achieve their goals we:

- Develop and communicate good practice
- Train governance professionals
- Provide resources and expert guidance
- Support members in all sectors

Purpose of job

The Head of Examinations and Assessment leads on the management, development and delivery of all ICSA’s examinations. The post holder is responsible for all aspects of ICSA’s quality assurance arrangements, including liaising with the Assessment Review Panel and Professional Standards Committee. The Head of Examinations and Assessment line manages the Assessment Manager and Examinations Manager.
Main responsibilities/accountabilities

General
- Work with the Professional Development Director to set annual and long-term targets for ICSA exams, including expectations for pass rates, and monitor/report against them
- Work with the Professional Development Director in setting and managing the exams budget, including fees for exam setting and marking and other payments as required
- Recruit, manage and develop Examinations staff and co-ordinate and oversee the work of the team

Moderation of exams, marking and logistics
- Oversee the processes for exam production and quality assurance, including ensuring that sound administrative systems are in place and kept under review, and that opportunities for innovating and improving systems are identified and pursued
- Work with other members of the examinations team on the development and review of examination materials generally, with a particular focus upon new projects in development, core subjects, new examiners and/or problem areas
- Working with the Assessment Manager and other colleagues as appropriate, oversee the recruitment, induction and management of assessment personnel, and develop a “pool” of talent from whom we can draw as required
- Oversee the work of the Assessment Manager on exams marking, including liaison between examiners and markers, managing the processes for standardising and reviewing marks, and the selection of exam scripts for review and moderation
- Oversee the work of the Examinations Manager on exams logistics, including all liaison with exam centres, despatch and handling of scripts, processing of exam results, and other tasks as required

Committee liaison
- Act as Secretary to ICSA’s examinations board, the Assessment Review Panel (ARP) and undertake all duties associated with that role, including building a strong working relationship with the chair, agreeing agenda items and producing minutes of meetings, among others
- Working with the ARP chair and the Assessment Manager, oversee the preparation of all examinations-related materials required for the committee
- Working with colleagues as appropriate, prepare examinations-related materials (reports, proposals, etc.) for Qualifications Committee, and attend Committee meetings
- Working with colleagues as appropriate, liaise with and prepare examinations-related materials for Professional Standards Committee (PSC)

Other duties
- Contribute to the development of new qualifications, from initial discussions to launch, including advising on their impact on the work of the examinations team and contributing to the development of assessment materials, among others
- Liaise with the Head of Student Experience on all matters of mutual interest, including on significant support activities, examination results, and on student rules and regulations, among others
**Special working conditions**
- Some travel involved

This job description reflects the current requirements of the post. As duties and responsibilities may change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities may vary from the particulars of this job description.

**Person specification**

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<tr>
<th>Knowledge</th>
<th>Experience</th>
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<tr>
<td>• Understanding of the market for professional qualifications</td>
<td>• Significant experience of delivering educational programmes at a senior level</td>
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<td>• Good understanding of the legal and regulatory framework governing the</td>
<td>• Extensive experience of working on the drafting and review of examination papers and/or other assessment formats</td>
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<td>awarding of educational qualifications</td>
<td>• Extensive experience of recruiting, inducting and working with assessment personnel and/or of carrying out assessment</td>
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<td>• Good working knowledge of using MS Office to a competent level within an</td>
<td>• Extensive experience of working with moderation groups and/or committees involved in the</td>
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<td>office environment, especially MS PowerPoint and Outlook, and usage of</td>
<td>development and delivery of qualifications</td>
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<td>MS Word to an advanced level</td>
<td>• Extensive experience of recruiting, managing and developing staff</td>
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<td>• Excellent organisational, planning, prioritisation and time management</td>
<td>• Experience of leading a process of systems innovation and improvement</td>
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<td>skills</td>
<td>• Commercial acumen, and familiarity with working with and advising on budgets</td>
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<th>Skills</th>
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<tr>
<td>• Ability to handle multiple tasks at one time</td>
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<td>• Excellent verbal, written and interpersonal skills</td>
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<td>• Relationship building and ability to work collaboratively with</td>
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<td>people at all levels at the organisation</td>
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<td>• Consistency and attention to detail in all written work</td>
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<td>• Excellent communication skills and ability to articulate information</td>
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<td>to senior managers</td>
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<td>• Ability to work well in a team as well as independently</td>
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Behaviours

- Act in accordance with ICSA values:
  - Transparency
  - Integrity
  - Authority
- Demonstrate resilience
- Demonstrate flexibility and open mindedness
- Give feedback and support

Special circumstances

- Occasional travel involved

Instructions to apply
Applications should be in the form of a full CV and supporting letter outlining how your skills and experience meet the person specification for the post. Please submit your applications by e-mail to jobs@icsa.org.uk.

Closing Date: 25 February 2018 at midnight