

**University of
Northampton**

Chief Assessor Job Description

UoN



Chief Assessor

Responsible to: Clinical Manager – Competence Test Centre

Accountable to: Dean – Faculty of Health, Education & Society

Overall Purpose

Promote the smooth daily management and operation of the test centre.

Collaborate with business manager and team in relation to OSCEs and other exam bookings, to ensure the centre operates at its optimum capacity.

Deputise for the CTC clinical manager in all clinical and academic matters, representing the test centre at Clinical meetings with other test centres.

Collaborate with and deputise for Clinical Manager in the daily decision making within the test centre.

Principal Duties and Responsibilities

Co-ordinate staff training for new scenarios – contribute to the development of assessors.

Must be a nurse / have dual qualification.

Co-ordinate with lead assessors, clinical assessors and support staff in the management of the OSCEs and other exams.

Support the moderation decision making process and monitor the quality of feedback about exam test centre results.

Supervise the use of supportive technology, clinical equipment and health care resources.

To develop and maintain good relationships with colleagues, clinicians, employers and candidates undertaking the OSCE.

To maintain and develop clinical, management, research and teaching skills by undertaking appropriate professional updating and staff development to support high quality assessments.

Participate where required in income generation and develop an understanding of marketing and business needs.

Develop networks of useful contacts both within and outside of the Test Centre and the University of Northampton.

Generic Duties and Responsibilities

Undertake significant team leadership roles within the test centre and for example lead significant group projects.

Deliver high quality candidate experience and engage with and represent the Test Centre at meetings in line with the role.

Carry out administrative duties effectively as part of the role's function.

Engage in scholarly activity and be committed to the support of research activities within the Test Centre and the University.

Play a significant role in enhancing the quality and supporting the growth of OSCE - skills assessment within the curriculum.

The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the line manager.

The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Please see Key below

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	First degree in relevant subject (or equivalent) Higher Education qualification	E	A
2	Post registration qualification and experience in a related subject or proven clinical experience/expertise	E	A
3	Must have a current Nursing or Midwifery registration with the NMC	E	A
Skills, Knowledge and Experience			
4	Experience in supervising the work of other clinical staff, along with the ability to organise staff rotas, holidays, sickness and absence cover	E	A / I
5	Experienced and competent in teaching, and assessment in clinical practice	E	A / I
6	Excellent organisational and administrative ability, and communication skills.	E	A
7	Maintain effective communication with managers, and colleagues in performance of posts of responsibility	E	A
8	An aptitude for managing paperwork and ability to produce reports using IT media with knowledge of Microsoft Office	E	A / I
9	Support and guidance to colleagues (Clinical Assessors), support staff and supporting candidates with additional needs	E	A / I
10	Experience of or willingness to undertake OSCE and other test centre assessments as required	E	A / I
11	Leadership / Mentorship for Clinical Assessors and all support staff	E	A
12	Ability to develop collaborative working relationships with other stakeholders	E	A / I
13	Develop networks of useful contacts internally and externally	D	A
14	Able to contribute to development and achievement of quality standards and taken part in initiatives to improve quality	E	A / I / P
15	Contribute to further developments within the area	E	A / I / P
16	Contribute to development of quality standards	E	A / I / P
17	Plan own work and the work of others	E	A / I / P
18	Ability and commitment to work flexibly	E	A / I / P

19	Has engaged in consultancy and income generation where appropriate	D	A
20	Conducted research and scholarly activity relevant to assessment role	D	A
21	Integrate research into teaching and learning and assessment	D	A
22	Media Literacy – Critically read and produce academic and professional communications creatively in a range of media	D	A
23	Communication and collaboration – Participate in digital networks for learning and research	D	A
24	Career and identity management – Manage digital reputation and online identity	D	A
25	ICT Literate – Adopt adapt and use digital devices, applications and services	D	A
26	Digital scholarship – Participate in emerging academic, professional and research practices that depend on digital systems	D	A
27	Experience of using Virtual Learning Environments	D	A

Personal Qualities

28	Ability to adapt to organisational change	E	A
29	Ability to adapt to technological advances in the workplace	E	A / I

(E) Essential
(D) Desirable
(A) Application
(I) Interview
(T) Test
(P) Presentation

Terms and Conditions of Employment

Job Title:	Chief Assessor
Duration:	Fixed term: Until 31 January 2022
Hours:	Part time: 0.8 FTE – 29.6 hours per week
Salary:	Grade 7: £34,804 - £39,152 per annum pro rata
Work Base:	The University of Northampton Innovation Centre, Green Street or any of The University of Northampton premises as required
Pension:	Eligible to join the Teachers' Pension
Holidays:	35 days per annum plus Bank Holidays and Closed days pro rata
Notice period:	2 months
Probationary period:	12 months

Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.