

DIRECTOR OF ASSESSMENT

Applications are invited for this honorary role within the Faculty. These should be made on the application form and submitted with a CV. They should be returned to exams@fom.ac.uk by **5 00 pm on Monday 10 August 2015**.

Purpose of the role

The Director of Assessment is a member of the Executive Committee, and has primary responsibility for overseeing the successful development and delivery of the Faculty's examinations and promoting their continuous evaluation and improvement.

Key Relationships and support

This post reports to the Academic Dean and is supported by the Deputy Director of Assessment.

Faculty Staff provide professional support to the Faculty Officers, manage the administration systems and maintain database records. They provide the secretariat for Faculty committees, sub-committees and other groups, working closely with Chairs setting agendas, providing briefings, recording meetings and implementing decisions.

The incumbent works closely with the Academic Dean and Faculty staff within the Professional Standards team to ensure the smooth running of the examinations.

Responsibilities:

The Director of Assessment's key responsibilities are:

General:

- To be an active member of the Executive Committee and to assist in the implementation of agreed policy and decisions.
- To report to the Faculty Executive and make an active contribution to the Faculty Executive committee on issues relating to assessment and also on wider issues relating to Faculty business.
- To keep abreast of national policy developments in assessment systems and maintain networks with counterparts in other Colleges and Faculties, through involvement with the Academy of Medical Royal Colleges.
- To work with Faculty staff to deliver a fit for purpose, efficient and effective assessments service to all stakeholders.

Specific:

- To Chair the Assessment Sub-Committee. This involves:
 - Overseeing the quality assurance of Faculty assessment systems;
 - Overseeing the development of syllabi and regulations for new and existing Faculty examinations;
 - Managing and approving the appointment of examiners;
 - Managing the appointment of Chief Examiners, and recommending to the Board their appointment;
 - Overseeing the academic elements of the development of new examinations;
 - Approving external courses which lead to Faculty examinations.

- To oversee the work of the Faculty's Chief Examiners, providing them with appropriate leadership, guidance and support, and ensuring they are appropriately inducted, trained and adhere to the Form of Faith.
- To ensure the probity of the conduct of examinations, in conjunction with the relevant Chief Examiners and Faculty staff, including adjudicating on matters relating to the eligibility and performance of candidates with respect to Faculty examinations.
- To oversee the development, maintenance, currency and security of question banks.
- To work closely with the Academic Dean, Head of Professional Standards and her team on the development of new Faculty qualifications.

Person specification

Applicants must:

- Be a Fellow of the Faculty;
- Be in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme);
- Be on the GMC Specialist Register under occupational medicine;
- Be able to demonstrate a sound understanding of assessment systems, and have acted as a Faculty examiner and be up to date with examiner training (including equal opportunities/diversity training);
- Be able to demonstrate excellent leadership skills;
- The capacity to develop new initiatives and oversee their delivery;
- Have the ability to work co-operatively as part of a team.

Time commitment

The time commitment is variable and the role requires on average 3-4 hours per week throughout the year, although this may be concentrated at certain periods during the assessment cycle. Meeting commitments include 3 meetings per year of the Assessment Sub-Committee, 8 meetings per year of the Executive Committee and 3 meetings per year of the Assessment committee of the Academy of Medical Royal Colleges. Other fixed commitments include those related to Part 2 MFOM examinations and other examinations and examination committee meetings as required.

Appointment

The Director of Assessment is appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

Expenses

The role of Director of Assessment is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy. The incumbent will be covered by the Faculty's professional indemnity policy for the work involved in this role.

Further information

For an informal discussion about the role, please email: Siobhan.Wheeler@FOM.ac.uk, who will be able to put you in touch with the current Director of Assessment.

July 2015