

Post Specification

Post Title	Coordinator, Exams
Post Status	1 year fixed term (Maternity Cover)
Department/Function	Examinations
Reference Number	RCPI-04-21

Post Summary

The Coordinator, Examinations department has primary responsibility for coordinating, developing and delivering a number of examinations both nationally and internationally. The Coordinator supports the relationship between RCPI, trainees, international candidates and a number of key stakeholders ensuring the quality and integrity of the examination process is upheld to meet with international best practice. The role works closely within a team environment and the person will liaise directly and support various Directors, Chairs, Board Members, Convenors, Examiners, hospital staff and invigilators.

Reporting Relationship

This role reports to the Team Lead and Manager.

Standard Duties of the Post

Duties will involve, but are not limited to:

- Coordinate the delivery of selected examinations which includes creation of exams for online application process, online exam delivery, preparation and production of examination paper, attendance at exams in person and remotely, convening board meetings and communication of results to candidates
- Maintain and develop examination question banks to include attendance at question review meetings, editing and categorisation of new questions for input to bank, exporting of statistics, reviewing performance of questions and maintenance of images
- Maintain and update all associated technologies for effective management, coordination and delivery of exams
- Coordinate, attend and support in-person and online Exam Board and Committee meetings, working closely with the Chairperson and Board Members to ensure the efficient running of meetings and follow up on actions arising from the meeting

- Generate and present reports and statistical analysis on relevant examinations, to include candidate performance to support relevant Exam boards and committees
- Maintain all exam candidate profiles, to ensure examination results are accurately processed and recorded through the online system and other data management and information systems as required i.e. In-house platforms, RCPI Website
- Participate in Quality Assurance and Quality Control programmes to support and contribute into the development of examinations to ensure they meet with international best practice
- Act as a customer service liaison and respond in a timely manner to trainee, candidate, examiner and stakeholder queries, gather feedback and escalate to the Manager when required
- Liaise with our international stakeholders to arrange logistics and resources to ensure the efficient delivery of examinations in our overseas centres
- Attend at overseas examinations when required to include:
 - delivery of examination
 - support to local convenor
 - assisting with examiner training;
 - invigilation training;
 - ensuring quality assurance standards are met
- Coordinate and liaise with examiners and invigilators to attend at relevant examinations
- Coordinate key aspects of MRCPI virtual and in-person conferring ceremonies with the exams team, including student and guest applications, printed/online ceremony materials and oversight of logistics
- Identify obsolete and gaps in department policies and procedures through the internal quality assurance structures and effect changes as necessary
- Advise on issues and make recommendations on how to address and continuously improve processes within the department
- Support collaboration across RCPI departments and functions to help develop and implement initiatives contained in the business plan
- Support the Team Lead and Exams Manager on department projects in line with RCPI strategic objectives

Person Specification

- Relevant third level qualification with proven capability and 2-3 years experience in a comparable role.
- Strong communication and interpersonal skills combined with sound judgment are required to facilitate work with a wide range of individuals and groups;

- Demonstrated capability and sensitivity to manage key business relationships as the role involves a high degree of interaction and collaboration with key stakeholders;
- Self-starter with high motivation and the ability to work flexibly on own initiative and as part of a team to achieve goals within agreed timeframes;
- Strong writing, editing and communication skills with experience in drafting and preparing reports, letters, presentations etc.;
- Proven organisational capability and high levels of personal effectiveness. The person is expected to handle a varied and diverse workload to meet deadlines while ensuring accuracy, timeliness and attention to detail;
- Strong intellectual, analytical and thinking skills;
- Strong IT capability, to support the online and remote delivery of examinations. Also advanced MS Excel and Word skills, and the ability to work efficiently with multiple systems of information.

Essential

- Educated to degree level standard or equivalent
- 2-3 years experience in a comparable event or education coordination role
- Excellent organisational and inter-personal skills with skilful attention to detail
- Excellent ICT skills with the capacity to maximise technology to increase efficiencies in processes, procedures and deliver exams through an online platform
- Excellent relationship management skills

Desirable

- Experience in a medical administration environment
- Experience in collaborating with clinical specialists
- Understanding of data and statistical analysis

Application Requirements

Candidates should submit a cover letter and CV to jobs@rcpi.ie, specifically addressing in their cover letter how their experience fits with the requirements of the role.

Please answer the following two questions with your application:

1. What are your current salary expectations?
2. What is your current notice period?

About the Royal College of Physicians of Ireland (RCPI)

The Royal College of Physicians of Ireland (RCPI) with its Faculties and Institute, provide postgraduate medical training and professional development opportunities to doctors working in 25 specialties. Collectively, we are the largest provider of postgraduate medical training in Ireland.

Our mission is to ensure that patients receive the best possible care. We do this by training and assessing doctors and providing accredited education and professional development programmes. We also quality-assure standards in specialist medical practice and promote good health through our policy and public outreach initiatives.

Our Fellows and senior management team are heavily involved in the current transformation of the Irish health service. We work closely with the Medical Council of Ireland, the Health Service Executive, the Department of Health, and other postgraduate medical training bodies.

We are also undergoing significant internal changes. We are implementing a major programme of transformation that has seen the creation of new business initiatives, the internationalisation of the organisation and closer collaboration with key policy leaders in healthcare.

We are continuing to adopt a more proactive and progressive role in the Irish and international health sector, and have become a more outward-looking organisation in recent years as a result. As new initiatives have been developed, our workforce has grown and we now employ over 90 people. We value creativity and innovation and encourage our staff to 'think outside the box'.

Equal Opportunities Policy

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.