

**Job Description**

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| Job Title: | Assessment and Progression Co-ordinator |
| Faculty/Department: | Hull York Medical School |
| Reporting to: | Assessment and Progression Manager  |
| Duration: | Two years fixed (or secondment) |
| Job Family:  | Administration |
| Pay Band: | Hull Band 6 / York Grade 5 |
| Benchmark Profile: | Team Leader (Admin) Band 6 |
| DBS Disclosure requirement: | n/a |
| Vacancy Reference: | HY0139 |

**Details Specific to the Post**

**Background and Context**

Hull York Medical School (HYMS) is a collaboration between the Universities of Hull and York and the NHS. HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. Established in 2003, HYMS is a young medical school which is developing a growing reputation for its teaching and research.

HYMS places significant emphasis on the provision of a high quality learning experience for its students, including all forms of formative and summative assessment. The modes of assessment are many and varied and take place in many different environments, including, but not restricted to: e-portfolio; written examinations; clinical, practical and lab based assessments; online and national examinations.

The Assessment and Progression Co-ordinator is a key members of the HYMS Assessment and Progression Team (APT). The successful candidate will be responsible for and take the lead on an allocated area of work to ensure a thorough and detailed understanding of all aspects of formative and summative assessment in that domain. They will have a demonstrable track record of working with bespoke and ‘off the shelf’ electronic systems, including working with developers and stakeholders to drive innovation and implement change. The postholder will be confident in championing and delivering training on the use of those systems. The postholder must role model a high professional standard and be willing to work flexibly and creatively, both independently and as part of a team, in a highly demanding environment. The role requires the postholder to take responsibility for routine and project-specific assessment across all programmes (albeit the focus will be defined well in advance to facilitate team planning and business continuity). In managing a defined and agreed portfolio of work the postholder must model best practice to develop student-centred, clear and robust standard operating processes for all programme assessment.

The Assessment and Progression Co-ordinator will be line managed by the Assessment and Progression Manager but will work closely with many academic and clinical colleagues and so developing effective working relationships across this diverse group will be crucial.

### Specific Duties and Responsibilities

1. Taking responsibility for planning and organising arrangements for a defined area of assessments during each academic session for all students, and processing of all examination mark sheets and feedback to students and staff.
2. Taking the lead for the production of assessment items, exam papers and assessment documentation including liaising with block and theme leads, creating blueprints, analysing question performance, organising question writing workshops, incorporating and considering student/staff feedback whilst adhering to strict deadlines for sign off approval from internal committees and External Examiners.
3. Work closely with internal and external systems developers and stakeholders to continually drive forward integration and adoption of the key Assessment and Progression software systems, namely HAPI, the Electronic Record of Achievement and the MSC-AA question bank; planning and delivering training to academic, clinical and professional services colleagues as appropriate.
4. Active involvement in testing and development of assessment and progression software including identification and specification and delivery of modifications to systems.

1. Continually review data recording processes to improve data quality and analysis, working with a wide range of relevant colleagues to revise business processes accordingly.
2. Coordination of arrangements for, and recruitment of, all examiners and invigilators, ensuring they are fully appraised and supported in their role.
3. Working closely with external stakeholders including the Medical Schools Council Assessment Alliance (MSC AA) question bank development team, Foundation Schools and software providers.
4. Communicating effectively with students, including but not limited to: use of the Virtual Learning Environment, via email and face to face, individually and in groups. Managing arrangements for the delivery of all assessments and examinations on multiple sites and resolving any problems that may occur.
5. Contributing to the timetabling of all summative and formative assessments, including ‘coursework’ elements of the programme.
6. Ensuring compliance with the policies and procedures of HYMS, both the Universities of Hull and York, the NHS, the MSC AA and the GMC by establishing, implementing, monitoring and evaluating processes and procedures.
7. Liaise appropriately with respect to special arrangements/ reasonable adjustment requirements for students, ensuring they are implemented and relevant staff are made aware of requirements.
8. Setting up all examinations using the appropriate software, monitoring version control and designing optical mark sheets.
9. Deliver required analyses of assessment of written and performance tests, using standard setting formats such as Angoff and Borderline Regression to derive pass marks and grade boundaries.
10. Producing transcripts of marks and summaries of individual student progression, collating, checking, calculating and producing examination and assessment results and lists for Board of Examiners to approve and communicating results to universities, students and staff.
11. Produce reports for use at examination boards and for appeals processes, explaining methodology and results as necessary.
12. Liaising with relevant offices at both the Universities of Hull and York, managing student assessment records to include changes in student status, communicating relevant information internally and externally and updating student assessment records as appropriate taking account of the provisions of Data Protection and Freedom of Information Acts.
13. Be responsible for the delivery of accurate assessment, examination and progression data and reports required by the Universities, HYMS committees, students, staff, the GMC and other external bodies in an appropriate format and in a timely fashion.
14. Act as first point of contact for External Examiners to resolve queries regarding policy and procedure, examination arrangements, attendance at Boards referring to the Assessment and Progression Manager as necessary.
15. Manage, monitor and report from relevant sections of the electronic record of achievement as appropriate, including submissions. Contribute to development and testing of this and other ‘portfolio’ systems. Support academic and clinical colleagues in the effective use and analysis of assessment information, including that gained from the bespoke software systems. This will involve an active contribution to the development and maintenance of tracking mechanisms which flag attendance/retention/engagement issues and trigger timely interventions.
16. Managing the HYMS section of the MSC AA Question Bank and related databases.
17. Co-ordinating with Medical School Council (MSC) Assessment to include administering question selection; providing feedback; organising assessment item writing and review workshops.
18. Monitoring associated areas of Blackboard, updating assessment related documents and supervising the discussion forums; responding to or forwarding queries relating to assessment, examination or progression when they arise.
19. Organising EWP, BoE, standard setting, paper review and marking/moderating sessions ensuring meetings are quorate, appropriately staffed and minuted.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

1. The role holder:
* Will provide administrative support to staff, students and more senior colleagues
* Will pave practical working knowledge of the systems, processes and procedures across a section or area of work
* Will be expected to contribute to longer term developments within the department such as implementing improvements to working methods, policies and procedures
* May have detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities
* Will plan and prioritise own work and will be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources
1. This knowledge is gained by extensive practical experience and/or through formal instruction
2. The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.

**Main Work Activities**

### Communication

1. Provide advice and guidance to managers, staff, students and visitors
2. Attend meetings to report on information/data
3. Take notes and produce formal minutes at meetings when required
4. Format and edit publications
5. Draft and type formal documentation
6. Compile procedural manuals and other University documentation
7. Write and maintain web pages

### Teamwork

* Provides operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
* Conduct appraisals

**Liaison and Networking**

* Represent the University at various events and working groups
* Co-ordinate with others internally and externally to develop and maintain communication channels to enhance service provision and ensure best practice is followed

### Service Delivery

* Act as team leader
* Provide administrative support to colleagues including academic and administrative staff
* Provide administrative support to specific projects as required
* Manage small projects that contribute to improving service delivery
* Identify, develop and manage office systems to improve the efficiency and effectiveness of the Department or area
* Administer and monitor procedures to ensure effective delivery of the service

### Planning and Organisation

* Plan and monitor the work of others
* May organise and plan Faculty/Departmental events
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

### Analysis/Reporting

* Record data and produce regular reports as required using Microsoft Office, other software and corporate systems
* Create spreadsheets to record relevant information
* Maintain, monitor and interpret information
* Provide and analyse statistical information to be included in relevant reports
* Use databases (internal/external) to support the work of the department

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Evidence of working with bespoke and ‘off the shelf’ electronic systems, including working with developers and stakeholders to drive innovation and implement change.Evidence of championing and delivering training on bespoke software.Evidence of very high level attention to detail and delivery to strict mission critical deadlines. Evidence of substantial experience in an office environment covering a broad range of administrative tasks. | **Application/Interview****Application/Interview****Application/Interview****Application/Interview** |
| Can demonstrate the ability to supervise the work of others. | **Application/Interview** |
| Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software. | **Application/Interview** |
| Has an HND in relevant area or equivalent qualification and/or experience. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |

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| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team, monitors performance and gives feedback. | **Application/Interview** |
| **Liaison and Networking**Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
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| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
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| **Planning and Organisation**Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis. | **Application/Interview** |