



Position Description

Incumbent: Vacant	Job title: Examinations and Assessment Lead
Reporting to: Head of Program Support	Department: Education
Salary/Classification: Team lead level	Employment Status: Permanent, Full Time
Direct Reports: <ul style="list-style-type: none">• Oral Assessments Lead• Written Assessments Lead• Selection Advisor	Date: November 2019

The Organisation:

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

Our Values:

RANZCOG Staff are expected to uphold the following Staff Values:

Respect – embracing diverse cultures, communities and points of view, behave with open mindedness, treating everyone in a fair and consistent manner

Accountability – Taking responsibility for our actions, using initiative and welcoming innovation, delivering on our promises and stepping up for our team.

Member Services – striving to be the best we can be, providing timely and professional service and focusing on building great relationships with our members and customers.

Teamwork – Working cooperatively and collaboratively and supporting our colleagues to succeed, recognising and using each other's strengths and communicate openly and honestly

Integrity – Set and maintain high ethical standards and always do the right thing, even when no one is watching, sincere and authentic in our approach to foster an environment of trust

Wellbeing – Provide a healthy and safe workplace, celebrate our successes and have fun!

The Team:

The Education Directorate incorporates dedicated units to support the programs, products and services offered by the College from planning through to development and operational delivery. The directorate includes the three areas of Quality Assurance and Strategic Development, Program support services, Learning and Continuing Professional Development.

- **Program support**

The program support unit is responsible for ensuring program standards are adhered to whilst delivering high quality, supportive, responsive and engaging training and assessments to applicants, trainees, fellows, SIMGs, diplomats, supervisors, examiners and stakeholders involved in program delivery.

The Role:

Reporting to the Head of Program Support Services and working in a leadership capacity, this role is critical in ensuring the highest possible standards and effective, efficient delivery of all RANZCOG examinations and selection assessments. The individual in this role will develop and maintain, standards, processes and workflows to support robust examinations and selection assessment outcomes. This will involve the collection, analysis, interpretation and reporting of data. The role leads a diverse team of individuals to deliver Unit, Directorate and organizational strategic priorities. The role will liaise closely with the RANZCOG Board of Examiners, relevant Committees and other internal and external stakeholders regarding examination matters.

- Lead the delivery of high-quality and supportive examinations and selection assessments
- Providing leadership and strategic advice to support the Examinations and Assessment Team in the delivery of Examinations and selection assessments
- Ensuring coordination, development and delivery of examination and selection assessment activities, including reviewing examination and assessment delivery documentation, overseeing the creation of examinations and assessments, overseeing statistical methods and overseeing the service provided to candidates, examiners, assessors and key stakeholders
- Oversight of the development, implementation, administration and evaluation of Fellowship, Diploma, Certificate of Women's Health, Subspecialty Written and Oral examinations and Selection Assessments
- Leading and providing quality assurance of the statistical analysis of examination assessment activities as required, to identify trends and allow decision making
- Lead business planning, budgeting activities and all reporting relating to examinations and selection assessments
- Lead process improvements to the examination and selection processes to enhance the examiner, assessor and candidate experience.
- Lead the development, innovation and continuous improvement of RANZCOG examinations and assessment practices, processes and systems
- Effectively motivate, coach and manage the Examinations and Assessment team to achieve organisational goals and work as a successful team. Hold accountability for team performance. Provide clear performance expectations, regular feedback and document performance outcomes OR
- Lead and develop the Examinations team, embracing organisational values and ensuring a work environment that develops team members potential and inspires high performance, morale and engagement.
- Providing high quality, evidence-based research, briefings, reports, discussion papers and recommendations relating to examination development and delivery.

Key Responsibilities:

The key responsibilities of the role are to:

- Provide leadership and management for the Examinations and assessment team
- To create, oversee and develop the Assessment Unit's use of data for the Executive Leadership Team and relevant Committees to facilitate the effective management and continual improvement of the standards of RANZCOG examinations

- Plan, coordinate and manage all examinations and selection assessments
- Identify and with the appropriate committee oversight, develop initiatives to enhance examination and selection assessment activities
- Ensure contracts are established and maintained in order to support high quality examinations and selection assessments with well managed risk and high-quality engagement with partners
- Ensure adequate staff resources are available with clearly defined roles and responsibilities
- Manage the development, implementation, review and audit of examinations policies, procedures and processes in order to ensure efficient and effective outcomes and to mitigate risk
- Work with the Specialist Advisor, Assessments to integrate changes to implement high quality, contemporary examinations methods
- Lead the support and engagement for examiners, including facilitating the preparation and provision of individual feedback for examiners and candidates for all College examinations and selection assessments
- Maintain effective communication with members of the College and other stakeholders including Fellows, Committee Chairs, Examination Coordinators, Trainees, RANZCOG departments and Assessment Programs staff
- Provide advice to the Head of Program Support relating to the day-to-day functioning of Examinations and selection assessments and advice and support to other RANZCOG departments regarding examination and selection assessment matters
- Prepare and present reports to RANZCOG Committees, subcommittees, working parties, project groups
- Work collaboratively with College staff to ensure learning support and infrastructure development and maintenance
- Effectively manage the financial and human resources functions for examinations and selection assessments
- Oversee and prepare budgets and oversee expenditure for all cost centers related to areas of responsibility.
- Oversee the implementation of continuous improvement initiatives in the conduct of examinations and other assessments, including the implementation and management of online examinations

Key Selection Criteria:

The Ideal Candidate will have:

- Demonstrated experience in management and/or the coordination of teams in a high-stakes educational environment
- Substantial experience in the provision of data driven and statistical assessment quality assurance
- Demonstrated experience in examinations, assessments, curriculum delivery, evaluation in education at the secondary, tertiary or postgraduate level
- An understanding of the functions of assessments and a working knowledge of qualitative and quantitative research principles and methodologies
- Experience in the development and management of contracts
- The ability to contribute to the planning and delivery of educational programs and to present at educational/scientific meetings as required
- Strong organizational, planning and problem-solving skills; the ability to work to deadlines.
- The ability to work confidently with numerical data
- The ability to initiate, develop and maintain effective procedures and documentation
- Highly developed self-motivation, initiative, business planning and problem-solving skills and the ability to contribute ideas and collaborate in their implementation
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, including Fellows of the College, individuals and groups
- Ability to liaise and collaborate effectively with all College staff and work effectively as part of a senior leadership team.
- Demonstrated capacity to effectively lead, manage and work within a team
- Highly developed verbal and written communication skills, particularly in regard to report writing and correspondence

- High level computer literacy and personal computer application experience, including but not limited to: Microsoft Office, database and statistical applications
- A positive attitude towards developing further skills in an educational setting
- Knowledge of budget preparation and control processes
- An interest in and commitment to issues concerning women’s health, and an interest in health education, with a positive attitude towards developing further skills in an educational setting
- The ability to work on at least eight weekends per year and attend occasional evening teleconferences

Highly regarded skills and experience

- Previous experience in project and /or event management
- Well-developed research skills and a capacity to synthesise material from primary data.

Qualifications:

As an **Ideal Candidate** you will have:

- A postgraduate university degree, ideally with a qualification in Education; relevant experience in secondary, tertiary or adult education settings and/or the Specialist Medical College sector

Key Challenges:

- Maintain effective leadership of College staff to deliver a high stakes function of assessments within a complex and busy educational environment
- Understand the role of the Examinations Team in the training and assessment of O&G Specialists, Subspecialists and Diplomates

Outcomes:

- High level service relating to areas of responsibility within the Education & Training Directorate
- Continued development and delivery of College Examinations to a high standard
- Efficient and effective completion and delivery of project-related work.

Workplace Health and Safety:

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Declaration:

I _____ acknowledge that I have read and understood the **Examinations and Assessments Lead** Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: _____(signature) Date: _____