

## JOB DESCRIPTION – DRAFT V2

<b>Job Title</b>	<b>Assessment Delivery Co-Ordinator (Fixed term)</b>
<b>Department</b>	<b>Propertymark Qualifications</b>
<b>Responsible For</b>	<b>N/A</b>
<b>Job Grade</b>	<b>Grade 5</b>
<b>Salary Range</b>	<b>26k – 28k</b>
<b>Reports to</b>	<b>Head of Propertymark Qualifications</b>

### Job Purpose:

The post holder will be responsible for assessment production and quality assurance processes, supporting the Assessment Manager, working effectively across the business and with external contractors to ensure the efficient production and publication of high-quality assessment materials, their review and continuous improvement and internal and external quality assurance requirements.

The post holder will lead on publication of all Question Banks with relevant software suppliers and be the main point of contact for all such suppliers.

### Main Duties and Responsibilities:

- Commission the development of assessment materials (question papers, end-point assessment materials etc) and mark schemes from technical experts
- Manage the assessment development process and production of assigned assessment material to ensure timely, complete and accurate delivery, in accordance with agreed processes, setting delivery schedules for and managing the development of assessment materials to ensure materials are produced and delivered to agreed published dates
- Support the recruitment, development, training and quality assurance of technical experts and external assessment personnel on the correct processes for assessment production, including the application of assessment principles and house style.
- Raise and resolve editorial queries with appropriate technical experts in accordance with agreed processes
- Collate and analyse reports from examiners/assessors on the performance of their assessment; provide statistics and analysis for Awarding/Subject/Assessment Board meetings.
- Support and facilitate subject board and standardisation meetings.
- Create (edit, typeset and proofread) assessment and promotional materials in accordance with agreed processes, ensuring house style and assessment principles are applied
- Manage transfer of relevant assessment materials with third party suppliers and internal systems, taking responsibility for their accuracy and timely delivery
- Manage and facilitate the moderation committee process and its members to ensure that assessments are reliable and valid, working with external assessment teams and assessment and quality colleagues
- Ensure a timely resolution of internal/external customer queries, in line with PMQ's published policies, standard operating procedures and service level agreements
- Keep all assessment and related quality documentation up to date and compliant with regulatory requirements

- Support the work of the Quality and Assessment Co-ordinators and Administrative Assistant in performance of their duties, taking responsibility for actions and decisions required
- Any other duties in line with the level of responsibility, dependent upon business priorities.

## **Key working relationships:**

- Head of Propertymark Qualifications
- Assessment Manager
- Assessment and Quality Co-ordinators
- Administration Assistant
- Other Propertymark departments

## **Job Requirement / Skills**

- Experience in an awarding organisation or related environment with demonstrable understanding and experience of development and delivery of a range of relevant assessment methodologies and operational processes
- Experience of working in a policy-driven, regulatory environment.
- Excellent organisational skills with an ability to plan and prioritise a heavy workload under own initiative to meet deadlines.
- Possessing the ability to define problems, collect data, establish facts and draw valid conclusions and recommend appropriate solutions
- Accuracy and an eye for detail
- Excellent communication skills (both oral and written) in order to build relationships with and influence a variety of internal and external stakeholders.
- Good understanding of awarding body specific systems and ability to adapt to different IT systems, including management of data on regulatory portals
- Possessing an open and collaborative working style; a team player and comfortable in a dynamic environment and managing services from external partners
- Able to share and challenge ideas, solve problems and create solutions.
- Sound project management skills; being able to demonstrate responsibility and the ability to complete projects in a timely and efficient manner within agreed budgets and timescales.
- Energy and enthusiasm; enjoying accountability and willing to hold others to account.

## **Education / Experience:**

- Educated to degree level or equivalent and/or relevant awarding organisation/education and training experience in similar roles
- Regulatory compliance and assessment practice, preferably within an awarding or educational environment
- ETF recommended Assessment and Guidance qualifications or equivalent
- Awarding Body specific software and operational systems, including regulatory portals and learner/assessor management systems
- Property sector knowledge and understanding and/or education/training and assessment experience.