



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title – ICBSE Coordinator

Salary - £24,930 - £26,000

Contract Type – Permanent, Full-time (35 hours)

Location - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend minimum 20% of their time in the office. This is subject to role requirements.

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for an effective and organised administrator to join the Intercollegiate Committee for Basic Surgical Examinations (ICBSE) office. The post is a key member of the ICBSE team, which works with the four Surgical Royal Colleges of the UK and in Ireland to support the development of the Intercollegiate MRCS and MRCS (ENT) examinations. The role holder will work closely with the ICBSE Policy manager to provide administrative support for the ICBSE committees and subgroups, as well as playing an important part in supporting the delivery of the MRCS through its online test partner, Pearson Vue. The workload is varied, challenging, and rewarding. You will be part an intercollegiate team, but based in the examinations department at RCSEng, which is friendly, welcoming and has with a strong ethic of teamwork and collaboration.

Responsibilities

1. ICBSE committee support

- Support the work of the Heads of Examinations of the four surgical Colleges and appropriate intercollegiate committee chairs in producing documents and policy papers for the Intercollegiate Committee for Basic Surgical Examinations (ICBSE) and its sub-groups
- Arrange and minute meetings of ICBSE and its sub-groups, ensuring that progress against action points is monitored
- Make travel and accommodation arrangements for the ICBSE team and committee members to attend meetings as necessary
- Liaise between the various ICBSE committees and subgroups to ensure that key information is exchanged, approaches are consistent and that actions referred onwards are followed through
- Support the drafting of publications, regulations, publicity and announcements relating to the examinations and see the agreed text through to posting on the website
- Support the administration of tender processes for external suppliers as required

2. MRCS and MRCS (ENT) delivery support

- Act as the first intercollegiate point of contact for candidates with queries about the delivery of the MRCS Part A examination through Pearson Vue
- Assist the ICBSE Systems Coordinator with the collection, collation and monitoring of candidate data for the MRCS Part A examination
- Ensure candidate support information and policies regarding delivery of the MRCS Part A, MRCS OSCE and MRCS (ENT) are regularly reviewed and updated
- Coordinate the allocation of ICBSE assessors for UK and oversees MRCS OSCE and MRCS (ENT) diets
- Maintain and manage communication and recruitment of the ICBSE assessor panel
- Support the delivery of the MRCS (ENT) OSCE between the four Royal Colleges

3. General

- Maintain accurate electronic records and files
- Maintain the content of the MRCS website ensuring that it is accurate and up-to-date
- Monitor assigned project budgets
- Support the ICSBE Systems Coordinator in the maintenance and generation of data relating to the MRCS and MRCS (ENT) examinations
- Support the work of all members of ICBSE team, as required
- Undertake such other duties, appropriate to the grade, as required.

About you

Qualifications

- A-level or equivalent or above

Skills/Experience

- At least one year's experience working in an office environment
- Experience in an administrative role
- Experience of preparing reports, papers and spreadsheets
- Experience of arranging logistics for meetings
- Strong Microsoft Office skills
- Ability to produce high quality and accurate written materials in a variety of formats
- High level of attention to detail
- Ability to prioritise and work on a number of projects simultaneously
- Ability to work to tight deadlines
- Willingness to learn new skills

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rcseng.ac.uk

Closing date: Tuesday 09 July 2024

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.