



Job description

Job title:	ICBSE Editorial Assistant
Grade:	2a
Department:	Examinations (ICBSE Office)
Responsible for:	N/A
Accountable to:	ICBSE Managing Editor

Job summary

To support the work of the Managing Editor (Part B) in producing and delivering the UK and international MRCS (The Membership Examination of the Surgical Royal Colleges of Great Britain and Ireland) OSCE (Objective Structured Clinical Examination)

To support the work of all members of the ICBSE (Intercollegiate Committee for Basic Surgical Examinations), its sub-committees and the ICBSE office as required.

Specific duties and responsibilities

1 International MRCS OSCE delivery

Responsible for:

- Constructing International MRCS OSCE diets
- Liaising with college examination departments regarding exam dates, circuits and scenarios required for each OSCE diet.
- Securely sending out via email correct scenarios and props to centres/colleges before each OSCE diet.

2 Risr/assess software and question bank management

Responsible for:

- Assisting the Managing Editor with the development and management of the MRCS OSCE banks and maintenance of the Risr/assess delivery system.
- Keeping accurate records and files, including audits of MRCS OSCE banks.



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3 Question Writing

Responsible for:

- Assisting with the commissioning of new questions by organising question writing meetings – liaising with question writing leads and others to fix dates, inviting and chasing attendees, travel, room and catering bookings, dealing with attendees' expenses, arranging AV, printing documents as required.

4 Committee Servicing

Responsible for:

- Assisting the Managing Editor servicing the meetings of the OSCE subgroup and the completion of agreed action points within its remit. To assist in producing document and policy papers for the subgroup and other ICBSE committees as requested by the chairs of the MCQ and OSCE subgroups.
- Assisting with the feedback process for OSCE – collation of responses after each diet for presentation to the standard setting committee, sending out comments to BCA leads and recording responses in consultation with the Managing Editor as required.

5 The ICBSE Newsletter

- Plan production in co-ordination with Part A Editorial Assistant and the ICBSE Manager
- Invite and edit contributions in a quarterly cycle

General

- To be able to fulfil the duties of the Managing Editor as and when required.
- Maintain the integrity of examinations and related data.
- The post-holder is expected to represent the College in a professional manner in relation to his or her responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the Director.

This post may require some travel and working occasional out of office hours. These will be compensated.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

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All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. Employees should have read and understood the College's Data Protection Policy and Records Management Policy and should follow all agreed records management and data protection procedures, seeking advice where necessary.



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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree level or equivalent qualification	
Experience and skills	<ul style="list-style-type: none">• 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, including Excel to a good level• Ability to communicate clearly and professionally with colleagues and internal and external stakeholders• Ability to produce high quality and accurate written materials in a variety of formats• Good numeracy skills• 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	<ul style="list-style-type: none">• Editorial or related experience• Experience in a medical or educational field• Experience maintaining and using databases and / or question bank software



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Financial management and business planning	N/A	N/A
People and interpersonal skills	<ul style="list-style-type: none">• Ability to work independently and as part of a team• Good interpersonal skills, including the ability to work with internal and external stakeholders• Interest in and general understanding of editorial matters	

The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work

Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team



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Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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 race/ethnicity, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability.



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