



Job description

Job title:	Head of the Intercollegiate Committee for Basic Surgical Examinations (ICBSE)
Grade:	5a
Department:	Examinations (ICBSE Office)
Responsible for:	Managing Editors (x2); Policy Manager; Systems and Data Lead
Accountable to:	Director of Examinations, RCS England

Context

The four Surgical Royal Colleges of Great Britain and in Ireland (based in Edinburgh, Dublin, Glasgow and London) provide jointly developed and maintained membership examinations (MRCS and MRCS (ENT)) appropriate for the Intercollegiate Surgical Curriculum Programme (ISCP) curriculum and the pattern of surgical training established from time to time by the General Medical Council.

The Intercollegiate Committee for Basic Surgical Examinations (ICBSE) works on behalf of the Surgical Royal Colleges to manage the assessment and policy frameworks of the MRCS exams. The team is based in, but is not operationally part of, the Royal College of Surgeons of England. The Head of ICBSE role is based in London.

Job Summary

To take overall responsibility for the management of ICBSE and its associated committees, providing guidance and support to the ICBSE Chair in his/her role, responsible to the four College Presidents and their Councils and, on behalf of the four Colleges, to the General Medical Council (GMC)

To lead the staff team supporting the main areas of work for which the ICBSE is responsible and to work with a wide range of internal and external stakeholders.

To manage the development of the Intercollegiate MRCS and MRCS (ENT) examinations on behalf of, and in conjunction with, the four Royal Surgical Colleges, and provide oversight of the work of all members of the ICBSE, its sub-committees and the ICBSE office as required.

To oversee the financial, operational and policy functions of ICBSE.



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Specific duties and responsibilities

1. Regulatory and Training Environment

- Build and maintain constructive relationships in order to represent ICBSE in interactions with external stakeholders, such as the GMC and the Academy of Medical Royal Colleges
- Oversee the submission of MRCS and MRCS (ENT) change proposals to the GMC as regulator.
- Represent the ICBSE at stakeholder engagement events run by the GMC and Academy
- Build and maintain constructive relationships in order to represent ICBSE in interactions with internal stakeholders, such as JCST and JCIE, to ensure that the role of MRCS and MRCS (ENT) is identified and implemented in the surgical training pathway.
- Maintain a current knowledge of regulatory and educational changes and developments and to provide advice, guidance and comment as needed on matters relating to relevant areas of activity.

2. Strategy and Policy

- Develop the strategic direction of ICBSE, in conjunction with the ICBSE Chair.
- Ensure that the strategic priorities of ICBSE are communicated clearly to stakeholders, and inform the work planning of ICBSE staff and Clinical Leads.
- Present ICBSE strategy and activity to internal and external audiences, including the preparation of quarterly ICBSE reports and other submissions to the Joint Surgical Colleges Meeting (JSCM) and other intercollegiate meetings
- Ensure that the ICBSE agenda is communicated effectively through constructive working relationships and communication with stakeholders including the 4 Surgical Royal Colleges and training stakeholders.
- Ensure that a framework is in place for the development, dissemination and review of examination policies and regulations.

3. Assessment Oversight

- Oversee the review and development of assessment processes to ensure the ICBSE examinations benefit from the highest quality assessment material, delivery methods and quality assurance.
- Oversee existing relationships with external partners/providers in the delivery of ICBSE examinations, working to address current areas of deficit in service provision as appropriate.
- Oversee the development of an infrastructure of assessment material production to ensure this meets the needs of the annual schedule of examinations.
- Review the platforms and systems that support assessment processes, including the relationships with software providers.
- Oversee the development and maintenance of the infrastructure for holding accurate records and files, including maintenance of Intercollegiate MRCS and MRCS (ENT) Examiners and candidate results.
- Oversee tendering arrangements for new contracts of work with external providers.
- Oversee risk management in ICBSE's activity, to ensure that key risks are identified and mitigated against accordingly.



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4. Staff Management

- Lead the ICBSE staff team on a day-to-day basis, overseeing workload and capacity planning across all areas of ICBSE activity.
- Set, and review on a regular basis, objectives and the performance of staff, to ensure that changes to priorities are reflected appropriately.
- Ensure staff receive appropriate induction, training and regular feedback to keep them up-to-date and to support the development of key skills within the team to meet the changing agenda.

5. Financial Management

- Manage the ICBSE budget to meet the requirements of both collegiate and intercollegiate planning and reporting processes.
- Manage the budget-setting process, record and monitor expenditure to enable the cost of the development work to be managed and expenditure to be apportioned accurately for invoicing.
- Prepare and present reports to the quarterly meetings of the Intercollegiate Planning and Review Group, and to respond to any queries about ICBSE expenditure.
- Prepare business cases for new activity or changes to staffing, for presentation to Collegiate and Intercollegiate meetings.

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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Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level, equivalent qualification or a proven track record in a similar role.	
Experience and skills	<ul style="list-style-type: none">▪ Demonstrable experience in assessment environment;▪ Demonstrable experience working successfully with senior stakeholders▪ Successful track record and background of consistent achievement as a manager.▪ A demonstrable track record of making a contribution to strategic decision-making and to policy formation and delivery.▪ Evidence of successful partnership working in pursuit of organisational objectives.▪ Experience of staff management – including recruitment, appraisal and performance management and coaching, supporting and developing staff▪ Experience of leading and implementing change▪ Experience of budget management and strategic planning;▪ Experience of managing committees	
IT Skills	<ul style="list-style-type: none">• Excellent Word and Excel skills• Knowledge of software packages used in the delivery and quality assurance of assessments	



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People and interpersonal skills	<ul style="list-style-type: none">▪ Outstanding interpersonal skills with the ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence.▪ Highly developed networking, advocacy, oral, written and presentation skills that are persuasive and influential with others.▪ Ability to analyse, assimilate and summarise complex documentation;▪ A team player who can foster and develop effective relationships and work collaboratively across traditional boundaries to achieve results.▪ Diplomatic skills – ability to manage conflict.▪ High motivation and personal drive.▪ Outcome focused with the ability to analyse problems and work incisively to ensure objectives are met.▪ Robust and resilient.▪ Adaptable and flexible in approach.▪ Ability to be a creative problem solver.	
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The post holder will also need to demonstrate the following values:

<p>Collaboration</p>	<p>We embrace our collective responsibilities working collaboratively and as one college.</p>
	<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
<p>Respect</p>	<p>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.</p>
	<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
<p>Excellence</p>	<p>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</p>
	<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.

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



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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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