



## **JOB DESCRIPTION**

### **HEAD OF ASSESSMENT AND CREDENTIALING**

Location: East Smithfield, London  
Reports to: Director of Education and Professional Development  
Responsible for: Professional Development Pharmacists  
Grade: 6

#### **Who we are**

We are the Royal Pharmaceutical Society, the professional membership body for pharmacists and pharmacy in England, Scotland and Wales.

#### **What we do**

We are champions of the profession, and internationally renowned publishers of medicines information.

We promote pharmacy in the media and government, lead the way in medicines research and information, and support pharmacists in education and development.

Together, we are pharmacy.

#### **Our Mission**

We put pharmacy at the forefront of healthcare.

#### **Our Vision**

To be the world leader in the safe and effective use of medicines.

#### **Our Behaviours**

Be inspiring. Be empathetic. Be relevant.

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## **JOB PURPOSE**

To provide strategic leadership of the development and implementation of an RPS assessment and credentialing strategy

To oversee the delivery of RPS assessments and examinations.

To input into delivery of CPD for RPS members with a particular focus on the professional development of supervisors, assessors and examiners.

## **MAIN ACCOUNTABILITIES**

1. To lead the development of a credentialing strategy that will be recognised and valued by RPS members and external stakeholders
2. To develop and implement assessment principles and processes to underpin credentialing that are evidence based, accessible, affordable and logistically feasible
3. To work in partnership with colleagues in other Royal Societies and Colleges, education commissioners and Government Arm's Length Bodies to develop credentialing arrangements that recognise achievement of core, profession specific and specialist field competences



4. To implement the recommendations of the RPS Faculty Review with regards to assessment and credentialing
5. To lead the development of a national assessment and certification process for Foundation Pharmacist training
6. To lead the development of a process to credential pharmacists to be eligible to apply for consultant pharmacist posts
7. To co-ordinate the development of training and recognition of assessors, examiners and supervisors by working closely with the Head of Education
8. To regularly review RPS assessments and implement any changes resulting from such reviews
9. To ensure there are robust quality assurance processes to underpin all assessment processes
10. To provide specialist expertise and advice on assessment and credentialing to other RPS directorates and country teams
11. To manage relationships with the GPhC and other pharmacy bodies with regard to examinations, assessments and credentialing
12. To work closely with the Heads of Professional Development, Workforce Policy and Education to ensure that RPS Frameworks, curricula and training programmes can be effectively assessed
13. To be responsible for appropriate governance and reporting, including reporting to RPS Boards, Executive, RPS Assembly and other relevant boards and panels, for all activities and projects within the scope of the workforce team.
14. As a budget holder; set budgets, monitor and manage overall performance against agreed budgets.
15. To manage direct-line reports; directing, motivating, and monitoring their performance through appraisals, guidance and regular feedback.
16. To develop and maintain effective working relationships with key stakeholders, partners and providers in order to support the development and delivery of an RPS Workforce strategy and associated position statements
17. To be a member of the RPS Senior Leadership Group actively contributing to organisation wide projects and initiatives
18. To provide current expertise and advice in workforce planning and intelligence to RPS colleagues and external stakeholders
19. To represent the organisation on stakeholder groups and projects.
20. Provide information to internal and external audiences about developments in RPS credentialing and assessment activities
21. To ensure that any changes to or developments in RPS provision of credentialing and assessments are communicated effectively to stakeholders as appropriate.
22. To deputise for the Director of Education and Professional Development as required

**This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.**

## **SUCCESS MEASURES**

- Evidence of established working relationships with key stakeholders, including chief pharmacists, superintendents, HEIs, Royal colleges and professional bodies, employers



- Evidence of professionally credible, quality assured assessments for RPS members across all sectors and areas of practice that meet agreed standards
- Delivery of timely and accurate business reports
- Delivery of projects on schedule and within budget
- Effective management of resources

### **CORE RESPONSIBILITIES FOR THIS JOB**

- Personal responsibility
- Managing and developing people
- Managing budgets and resources
- Achieving results/delivering performance
- Problem solving

### **KNOWLEDGE & SKILLS FOR THIS JOB**

#### **Essential**

- Educated to degree level (or equivalent work experience)
- Experience of working in a senior role in undergraduate or postgraduate education, training and/or examinations environment
- Up to date technical knowledge of innovative assessment tools and processes
- Experience of qualification development and delivery
- Experience of the management and design of competency-based assessment
- Experience of the production of reports and statistics for management information purposes
- Experience of working with and co-ordinating professional colleagues to deliver, particularly in the area of assessments
- Knowledge and understanding of healthcare workforce policy including the strategic drivers for change
- Experience in a senior management role
- A high level of written communication skills including report writing and tailoring written outputs to the needs of different audiences
- Project management skills and experience of managing multiple projects at a national level
- Ability to take initiative, demonstrate creativity and vision
- Experience of working with stakeholders or working groups at a national level



- Good knowledge and understanding of governance processes
- Experience of managing a team
- Demonstrable experience of team working
- A high level of interpersonal and communication skills
- Demonstrable leadership skills and behaviours
- Experience of business planning processes
- Commercial insight and acumen which balances assessment principles against the need for efficiency and innovation.
- IT skills in MS office

**Desirable**

- Experience of managing an examinations and qualifications framework, particularly for a health-related sector
- Knowledge and understanding of national higher education policy
- Experience of working across a range of practice settings
- Postgraduate qualification in business, leadership or management (or equivalent experience)

**DATE JOB DESCRIPTION AGREED: February 2019**