

Chartered Banker

The Chartered Banker Institute is the only professional banking institute in the UK. We are an educational charity, established by Royal Charter. We are the only body in the world able to confer the status of Chartered Banker to suitably qualified individuals. Throughout our existence we have driven an agenda of ethical professionalism. We are committed to promoting professional standards for bankers, providing professional qualifications for retail, commercial and private bankers in the UK and overseas, and offering professional membership to qualified individuals. www.charteredbanker.com

ROLE PROFILE

Job Title: Assessment Resource Executive

Reports to: Assessment Manager

Direct Reports: None

Job Purpose:

To manage the supply and maintenance of the Institute's assessment resources, including its pool of Academic Associates, develop and implement robust processes and procedures to ensure that assessment resources remain current and relevant to meet the needs of members and corporate clients, and manage assessment and results release processes.

Key remit of role:

- Grow and manage the Institute's pool of Academic Associates.
- Manage the contracting and commissioning processes for Academic Associates and allocation of work in line with their skills and expertise.
- Develop and maintain quality control systems for storing, reviewing and updating assessment resources.
- Manage marking, verification, plagiarism review and result release of Institute assessments.

Duties & Responsibilities:

1. Build and manage effective relationships with internal and external stakeholders, including the Institute's Academic Associates and other suppliers of resources as required.
2. Recruit, select and appoint Academic Associates for a range of roles to support learning and assessment at the Institute, and ensure role profiles and fee structures remain relevant and up-to-date.
3. Manage the annual contracting process for Academic Associates and develop and issue specific commissioning documents as required, ensuring that all contracts and agreements are uploaded to the Institute's contract register.
4. Maintain an accurate record of Academic Associates, their roles, areas of expertise, work undertaken and in progress, and due delivery dates.
5. Provide one-to-one training and information as required to ensure Academic Associates follow Institute processes and procedures relating to the provision of their services and are clear about what the Institute expects of them.

6. Commission Academic Associates for both ongoing and specific pieces of work as required by the Assessment Manager, either directly or on behalf of other colleagues, in line with their suitability and availability for the role.
7. Manage the receipt of assessment resources from Academic Associates and distribute to relevant colleagues as appropriate.
8. Monitor assessment activity using Turnitin software, and take action as required to ensure that marking, verification and results release processes are being followed and actioned within agreed timescales.
9. Monitor plagiarism similarity scores of assignment-based assessments, conduct plagiarism reviews and flag cases for further investigation.
10. Maintain an asset register of assessment resources, including version control, date implemented, date last updated, for storing and categorising assessment resources and other key documents relating to assessment.
11. Produce and analyse management information as required relating to the Academic Associate resource pool, and the review of assessment resources, and make recommendations for improving processes and increasing efficiencies.
12. Check and sign off claim forms and invoices for work completed by Academic Associates.
13. Process and release results for student portfolios.

Qualifications, Skills & Experience

The job holder requires to have:

- Presence and credibility when working with stakeholders
- Experience of developing and implementing robust processes, procedures and quality control systems
- A strong background in administration would be preferable
- A knowledge of banking and the wider financial services industry would be beneficial, although not essential.

Person Specification

- Excellent verbal and written communication skills
- Exceptional attention to detail and accuracy
- Excellent administrative, organisational and planning skills, with the ability to work autonomously, multi-task and solve problems in order to meet agreed deadlines
- Excellent IT skills, with the ability to adapt to using multiple online systems
- Excellent Microsoft Office skills
- A desire and ability to champion and demonstrate the Institute's core values of integrity, innovation, collaboration and excellence.