



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Head of Assessment

Salary: from £68,280 per annum

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 20% of their time in the office. This is subject to role requirements.

About us

Do you want to change healthcare for the better?

Join the Royal College of Surgeons of England (RCS England) and you will be part of a professional membership organisation and registered charity that is committed to advancing surgical care.

We provide world-class education, assessment and development to 30,000 surgeons and dental surgeons at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our heritage home in Lincoln's Inn Fields, Holborn

Nestled in the heart of bustling London, our beautiful heritage building in Lincoln's Inn Fields, Holborn, offers an easily accessible location steeped in history. Now transformed into a centre of excellence for surgery, it provides a welcoming place for all our members to train, meet or network, wherever they live and work.

About the role

The Royal College of Surgeons of England is looking for a Head of Assessment to shape the assessment strategy and activity of the Exams Directorate at a time of change in the nature and scale of activity. The role holder will oversee the development and quality assurance of the College's surgical and dental examinations, ensuring that these continue to reflect best practice in assessment. They will work closely with Clinical Leads in providing subject matter expertise to ensure the College's examinations, and those managed in collaboration with other UK Surgical Royal Colleges, represent demonstrably fair assessments of surgeons and dentists, either in training or seeking professional registration.

Responsibilities

- Lead on the assessment agenda for surgical and dental exams, to ensure that proposed changes and routine reporting are presented effectively to both internal (intercollegiate) stakeholders and external stakeholders including the General Medical Council, General Dental Council and the Academy of Medical Royal Colleges.
- Provide assessment expertise to support the delivery of College priorities, working collaboratively with Exam Boards and Committees, intercollegiate groups, College staff and other interested parties, overseeing the continual improvement of high-quality and fair assessments.
- Oversee and develop quality assurance processes relating to candidate guidance, assessment design, examiner and exam board training, standard setting, result determination processes and analyses of outcomes by different protected characteristics.

About you

- Expertise in assessment theory and practice
- Expertise in psychometric analysis in an examination context
- Track record of successful assessment design and development
- Track record of assessment quality assurance process implementation
- Experience of managing a team, including subject matter experts in assessment or training
- Excellent interpersonal skills, including the ability to influence and persuade individuals at all levels
- Excellent communication skills, including the ability to clearly articulate complex / technical concepts
- Ability to present to a range of different audiences



What's in it for you?

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements.
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

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@rceng.ac.uk

Closing date: Monday 28 September 2026 (by midday)

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.