

Job description

Job title:	Surgical Exams Lead (Materials)
Grade:	3b
Department:	Examinations
Responsible for:	2-3 Exams Officers
Accountable to:	Surgical Examinations Manager

Job summary

To lead on the procurement, organisation and delivery of all materials for the clinical elements of surgical examinations. To lead on the set-up of clinical elements of the surgical examinations, acting as point of contact for enquiries for such areas of activity. To provide guidance to examiners, staff and other stakeholders as required in the practical delivery of clinical elements of examinations.

Specific duties and responsibilities

Staff management

- Supervise staff including the setting of objectives and the conduct of performance reviews with named staff in accordance with College policies
- Co-ordinate the work schedules of team members
- Deputise for members of the departmental management team as required
- Oversee staff induction, training and development for direct reports and contribute to the induction process for other departmental colleagues.

Clinical Examination Material Procurement

- Oversee the identification of material (props and equipment) needed for each clinical exam diet.
- Source, purchase, negotiate and order props required for each clinical exam diet, taking into consideration the exam requirements, country the exam is being held in, costs and supplier availability.
- Manage identified budget for exam materials, identifying cost efficiencies where appropriate and escalating any potential variances accordingly.
- Identify and pilot new material use in UK and overseas exams
- Liaise with surgical examiners regarding the specific material requirement for new and existing questions.



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Clinical Examination Material Management

- Oversee the implementation and maintenance of a coding system for the effective organisation of clinical exam material.
- Work closely with the College's UK storage partner to organise, arrange and manage the clinical exams materials.
- Implement and maintain corresponding storage, organisation and packing solutions for each overseas exam centre.
- Advise on requirements for, and manage the delivery and collection of, necessary equipment and documentation to regional and overseas centres.

Clinical Examinations Delivery

- Produce floor plans and furniture requirements for each clinical exam venue, including storage options for organising material during the exam diet.
- Lead on the preparation of all clinical exam material for each exam diet, ensuring this is organised clearly and intuitively.
- Lead on the delivery of practical elements of the clinical (OSCE) exam, including deputising for the Examinations Manager as overall exam lead as required
- Lead on the preparation and despatch of clinical (OSCE) examination materials, including props and equipment
- Oversee clinical exam set-up and take-down (UK and overseas), ensuring that all exam material is present and set up as required.
- Act as the delivery SME for all queries relating to exams material during examining days.
- Supervise examinations at the College and elsewhere in the UK and overseas, coordinating temporary or local staff and acting as College representative as required
- Liaise with external centres, as needed, to ensure the effective running of examinations
- Administer cash payments to patients/ actors where necessary

Examinations Administration

- Coordinate the collegiate review and proofreading of examination question material, ensuring it is reviewed accurately and within agreed timescales.
- Collate feedback and comments from reviewers and ensure these are communicated to the relevant question editor following the review process.
- Act as the main point of contact for those responsible for setting examination questions, responding to queries and coordinating any required amendments.
- Identify and flag any issues with question material in advance of each examination, ensuring these are addressed and resolved prior to the exam.
- Establish, review and maintain operational handbooks for specified examinations
- Check expense forms and apply budget codes for subsequent authorisation
- Support the Examinations Manager in dealing with appeals



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- Arrange visas, transport and accommodation for examiners when travelling to a variety of international venues, liaising with appointed travel agents and third parties as necessary
- Advise on candidate eligibility, and other, enquiries as required
- Provide support for examiner training events
- Correspond with examiners and respond to queries in an efficient and professional manner
- Update records on CRM
- Provide administrative support and deputise for the Surgical Examinations Manager as required

General

- Attend and support the dental or surgical Diplomates' days as required
- Maintain the Surgical cupboard and storage basement
- Monitor assigned budgets
- Maintain office supplies, examination materials and stock as requested
- Maintain the integrity of examinations and related data
- Undertake such other duties, in contribution to other areas of departmental activity and appropriate to the grade, as required

Please note that this position includes travelling to centres within the UK and also overseas. It may involve weekend travel and staying away for one or two weeks at times.

During examinations, the post holder will be expected to work outside normal working hours and that includes weekends as well as early starts and late finish times. 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.

August 2026



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Person specification

	Essential	Desirable
Qualifications	Degree-level education or equivalent work experience	
Experience and skills	- Experience of working in an clinical exams environment - Experience of working with clinical material in an assessment context - Good written and communication skills - Good numeracy skills - Strict adherence to deadlines - Microsoft Office - Ability to work in a complex and fast moving environment	Previous experience delivering clinical examinations, both face-to-face and remotely
Financial management and business planning		Management of budgets in identified area of activity
People and interpersonal skills	- Ability to work as part of a team - Good organisational skills - Good interpersonal skills - Good time-keeping - Able to work on own initiative - Attention to detail - Able to work to tight deadlines	Experience of line management or supervisory responsibility.



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

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	• 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.
	• 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
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	• 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



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