



msc Medical  
Schools  
Council

MARCH 2025

# National Assessments Lead

RECRUITMENT PACK

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# The Medical Schools Council

The Medical Schools Council (MSC) is the representative body for UK medical schools. The council is made of the heads of UK medical schools and meets in order to shape the future of medical education in the UK.

As well as the heads of medical schools, other groups meet under the auspices of the Medical Schools Council to provide expert opinion on particular areas of medical education and research. The Assessment Alliance is made of heads of assessment from member medical schools while the Selection Alliance is made of heads of selection. Leaders in education, research, fitness to practise and medical electives also meet.

Together these groups form a body of experts which is able to define policy, share best practice and run major national projects such as the Assessment Alliance's Question Bank. In this way, the Medical Schools Council allows for the collaborative shaping of strategy and initiatives at the UK level while preserving the autonomy of individual medical schools.

## Mission

1. To be the authoritative voice of UK medical schools
2. To ensure the world-class quality of UK medical education
3. To be a global leader in medical assessment
4. To focus on equality, diversity and inclusivity, to enhance clinical leadership and develop leaders within medical schools
5. To maintain and build on the close relationship between universities and the National Health Service
6. To explore the public's needs of doctors and the changing role of the doctor in the future of healthcare
7. To promote clinical academic careers and the conduct of high-quality research in medical schools
8. To facilitate the transition between undergraduate and postgraduate environments
9. To support all aspects of medical schools' work and add real value for members
10. To provide a supportive network for medical school deans and their colleagues

MSC is a registered company and charity. It is supported by Universities UK as the parent company and adheres to UUK's policies around recruitment and staffing.

## Role description

<b>Post title:</b>	National Assessments Lead
<b>Responsible to:</b>	Director
<b>Salary:</b>	£42,882 per annum
<b>Location:</b>	This role can be performed remotely or in a hybrid manner; however, candidates based in London will be expected to attend the office at least one day per week typically Thursday. Occasional in-person attendance at specific events will also be required.

### **Job description**

A well organised, calm, tenacious and effective National Assessments Lead is required to join a busy office working at the interface between healthcare, medical education and higher education. The role holder will advise and support medical school assessment staff across the UK in the delivery of national assessments, including the Medical Licensing Assessment and Prescribing Safety Assessment. The role holder will also provide secretariat support to a number of Boards.

The role holder will need to have experience of working in an assessment environment, have excellent written and oral communication skills and work well under pressure. They will need to be technically proficient and familiar with the MSC's Exam-Write platform or an equivalent platform. Event and basic project management skills will also be necessary. The role will provide an ideal opportunity for someone looking to develop a career in medical education or assessment as it involves exposure at the highest level to many aspects of education, assessment, research, and service delivery in medical schools.

The successful candidate must be available to support the delivery of the national assessments on scheduled assessment days, which typically take place once a month from January to June.

### **Medical Schools Council and MSC Assessment**

The Medical Schools Council is the representative body for UK medical schools. The council is made of the heads of UK medical schools and meets in order to shape the future of medical education in the UK. MSC Assessment delivers the assessment activities of the MSC.

As well as the heads of medical schools, other groups meet under the auspices of the MSC to provide expert opinion on particular areas of medical education and research. The Assessment Alliance is made up of assessment leads from medical schools who help define policy, share best practice and run major national projects. By working collaboratively, they shape strategy and initiatives at the UK level while preserving the autonomy of individual medical schools.

## Job summary

The National Assessments Lead will work with a number of Boards to develop and implement activities for a national assessment programme and will produce reports for internal and external sign off as part of this process. They will also support with the ongoing development and maintenance of the Exam-Write platform on which exams are delivered, and the Prescribing Safety Assessment (PSA) platform. They will work with colleagues and medical school staff to deliver national and local assessments and will help set and administer policies to support the management of the platform.

## Main Responsibilities

The role holder will have responsibility for:

- Organising and supporting Boards. This work will include coordinating and attending meetings, agenda setting, preparation of papers, drafting and circulating minutes or reports, and following up on actions.
- Working with the Item Development Group and senior staff in medical schools across the UK to help produce and copy edit new assessment material and store these securely. Time is of the essence in meeting national deadlines and so experience of delivering to tight deadlines will be essential.
- Event management. Arranging events for up to 60 attendees, including booking and liaising with venues, organising delegates, attending on the day. Events are normally held across three days, twice a year, and take place in either the Midlands or London so some travel will be required.
- Supporting medical schools in their use of the Exam-Write® platform, and PSA platform delivering training, liaising with the technical team to manage any issues.
- Identifying the need for new features or enhancements to the platform, working with software developers to scope and refine them, and testing new iterations and features prior to implementing them.
- Identifying areas for policy development and updating procedures to reflect changes in policy.
- Producing documents and guides, maintaining records, and using a variety of software packages including Microsoft Office 365.
- Responding to queries in a timely fashion and providing excellent customer service to members.
- Assisting the Chief Executive and other colleagues.
- Undertaking any other tasks/duties/projects as may be reasonably required.

## Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.
- maintaining membership records and systems.

## Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

## General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to MSC and UUK's equality and diversity policy, MSC and UUK's organisational capabilities, and its value of dignity at work.
- to work collegially, and to support all the teams which the post has contact with, in achieving MSC's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- ability to travel to meetings in different locations as required

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

Last reviewed: March 2025

## Person specification

Essential skills	Assessment
Demonstrable experience of using the MSCAA's Exam-Write platform or similar platform.	Application Form/ Interview
Numerate with good oral and written communication skills.	Application Form/ Interview
Excellent IT skills, specifically competence with Microsoft Office (Outlook, Excel, Word, PowerPoint).	Application Form/ Interview
Organised with a demonstrable ability to work under pressure and meet deadlines.	Application Form/ Interview
Attention to detail.	Application Form/ Interview
Ability to problem solve.	Application Form/ Interview
Understanding of, and commitment to, equality and diversity as set out in UUK's equality and diversity policy.	Application Form/ Interview

<b>Desirable skills</b>	<b>Assessed by</b>
A degree or equivalent.	Application Form
Knowledge of medical education or assessment.	Application Form
Experience in working in an organisation or institution within or related to the higher education sector.	Application Form
Experience of working in a membership organisation.	Application Form/ Interview
An understanding of higher education.	Application Form/ Interview



# Working at the Medical Schools Council: Benefits

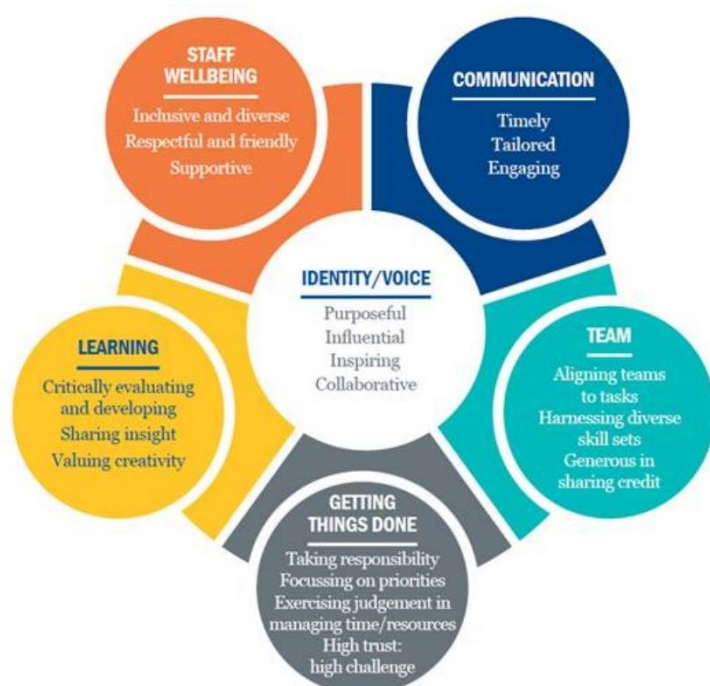
If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity. Universities play a huge part in our everyday lives, and we want to help them make even more of a difference.

## Staff benefits

We offer many staff benefits that will support your wellbeing and happiness, including:

- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus 4 discretionary days plus bank holidays
- season ticket loans after 6 months
- staff loans
- two pension schemes
- cycle scheme
- salary progression plans
- £45 contribution every two years towards eye tests and the purchase of glasses where required
- virtual medical care – 24 hour access to GP consultations.

## MSC Values and behaviours



## Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts. We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

### An equal, inclusive and diverse place to work

**Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.**

**TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION AT UNIVERSITIES UK, [READ OUR INCLUSION AND DIVERSITY ACTION PLAN](#)**

# Staff engagement and wellbeing at work

## Staff engagement

In our most recent staff survey we were awarded the Agenda Employee Engagement Award, this award recognises agenda clients in the not-for-profit sector, who have demonstrated high levels of employee engagement within their organisations.

## Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice
- Following best practice and accredited with the Workplace Wellbeing Charter
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.

## Our values and behaviours

Our Values	Our Behaviours
Staff wellbeing	We are: <ul style="list-style-type: none"> <li>• Inclusive and diverse</li> <li>• Respectful and friendly</li> <li>• Supportive</li> </ul>
Communication	We are: <ul style="list-style-type: none"> <li>• Timely</li> <li>• Tailored</li> <li>• Engaging</li> </ul>
Learning	We are: <ul style="list-style-type: none"> <li>• Critically evaluating and developing</li> <li>• Sharing insight</li> <li>• Valuing creativity</li> </ul>
Identity/Voice	Our identity and voice is: <ul style="list-style-type: none"> <li>• Purposeful</li> <li>• Influential</li> <li>• Inspiring</li> <li>• Collaborative</li> </ul>
Team	Our teams are: <ul style="list-style-type: none"> <li>• Aligned to tasks</li> <li>• Harness diverse skill sets</li> <li>• Generous with sharing credit</li> </ul>
Committed to getting things done	We encourage: <ul style="list-style-type: none"> <li>• Taking responsibility</li> <li>• Focus on priorities</li> <li>• Exercising judgement in managing and time resources</li> <li>• High trust: High challenge</li> </ul>

The Medical Schools  
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representative body for  
UK medical schools.

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