

ROLE PROFILE

Role:	<i>Assessment associate</i>
Reports To:	Assessment Systems Manager
Role Profile dated	June 2024
Signed as approved and correct by line director	

This role profile consists of two sections:

1. The **Role descriptor** sets out the purpose, business outcomes and key responsibilities.
2. The **Person Specification** sets out the qualifications, experience and behaviour expectations.

Role descriptor

Key responsibilities:

- Produce assessment content including questions and mark schemes that meet ECITB qualification and assessment specification requirements using our systems within set timeframes
- Following and maintaining the standard set by the ECITB product development managers
- Peer review assessment content, providing high quality feedback where necessary
- Assist with quality assurance checks of question banks as and when required
- Action feedback from peer reviewers, product development managers and / or scrutineers within agreed timescales
- Attend and participate in assessment associate standardisation and training events, and other meetings as required by the ECITB
- Maintain confidentiality of ECITB assessment materials, candidate details and report any breaches to the Assessment Systems Manager.

Person specification

Successful applicants will:

- Have a high level of recent, relevant subject knowledge (project controls and welding)
- Have teaching or assessment experience in the relevant subject and level
- Have excellent written and verbal communication skills
- Have excellent attention to detail
- Have evidence of recent Continuous Professional Development (CPD) in the sector
- Be able to work to prioritise work and meet fixed timescales
- Be able to follow procedures accurately and reliably

- Be computer literate and have access to a secure PC/laptop with a firewall and up-to-date anti-virus software
- Be able to attend occasional in-person meetings as required by the ECITB

To apply, please send your CV to Rachael Parsons, Assessment System Manager, at rachael.parsons@ecitb.org.uk. For any questions, please contact, at rachael.parsons@ecitb.org.uk.