**ROLE PROFILE**

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| *Role:* | *Assessment associate* |
| *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 in one or more of the following disciplines: Commercial & Contract, Design & Draughting, Electrical, Erecting and Rigging, Fabric Maintenance, Industrial Drone Operation, Instrument and Controls, Mechanical, Mechanical Joint Integrity, Non-destructive Testing, Nuclear, Pipefitting, Plating, Project Controls, Site Operations, Small Bore Tubing, Welding, Wind Turbine
* 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

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

* Be able to attend occasional in-person meetings as required by the ECITB