

## ROLE PROFILE

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|--------------------|-----------------------------------|
| <b>Role:</b>       | <i>Assessment associate</i>       |
| <b>Reports To:</b> | <b>Assessment Systems Manager</b> |
| Role Profile dated | June 2024                         |

*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 by **[insert date]** to Rachael Parsons, Assessment System Manager, at [rachael.parsons@ecitb.org.uk](mailto:rachael.parsons@ecitb.org.uk). For any questions, please contact, at [rachael.parsons@ecitb.org.uk](mailto:rachael.parsons@ecitb.org.uk).