TRINITY COLLEGE LONDON	# Job Description

JOB TITLE:	Quality Assurance Coordinator
Accountable to:	Validation Unit Manager
Staff managed:	n/a

PURPOSE OF THE JOB

Awarding Organisations are required to quality assure all assessment-related activities. The Quality Assurance Coordinator will be responsible for organising all quality assurance activities across subject areas, ie monitoring of examiners, double marking of written tests and written submissions and moderation of portfolios. The QA Coordinator will also be responsible for providing administrative support for the above activities, ie confirming availability with senior panel members, providing administrative support while quality assurance takes place and processing invoices for work completed.

KEY ACCOUNTABILITIES & TASKS

- Co-ordinate quality assurance activities:
  - o audio monitoring of examiners
  - o double-marking of written exams
  - o moderation of written submissions and portfolios.

- Processing all quality assurance related invoices.

- Liaise with other Trinity teams to ensure good practice is recognised and appropriate actions are completed.

- Revise processes and update documentation on regular basis to make sure the analyses are accurate and reliable.

- Carry out specific quality assurance activities for local panels, eg examiners in China.

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Essential:
- Educated to a Degree level or equivalent
- Excellent IT and administrative skills, organisational and time management skills
- Skilled in building and maintaining relationships with internal stakeholders
- Excellent communication skills, both written and verbal
- Advanced Excel skills

CONTACTS : INTERNAL AND EXTERNAL

External: Monitors, Moderators, Examiners, Markers

Internal: Panel Development and Standardisation, Operations

FINANCIAL PARAMETERS

Agrees spend with line manager before incurring costs.