

TRINITY COLLEGE LONDON	Job Description
JOB TITLE:	Panel Manager (Drama and Arts Award)
Accountable to:	Head of Operations
Staff managed:	1 x FTE Administrator
PURPOSE OF THE JOB	
<p>Reporting to the Head of Operations and working within the Panel Management & Deployment team, this role is responsible for the recruitment and delivery of training and standardisation of panel members (examiners) who deliver Trinity examinations and assessments across our Drama and Arts Award product portfolios.</p> <p>The incumbent will work across the Trinity matrix with regular liaison with colleagues in our Quality & Standards and Sector Strategies directorates who will advise on topic, activity/frequency, and content to be delivered to ensure our panel members deliver the best possible experience to our candidates.</p> <p>Liaison with our Post Results Services team is a key function of this role, ensuring that complaints arising from examiner conduct and their outcomes are appropriately managed with individual panel members.</p> <p>This role is supported by an Administrator so effective line management is a requirement of this role.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • In liaison with the Head of Operations, responsible for the management of examiner panels across the Drama and Arts Award portfolios (including DTAL and PPAD) • Organising and leading on recruitment and standardisation activity, including leading and presenting at residential events from time to time • In conjunction with key colleagues from Sector Strategies, lead on the recruitment and selection of panel members • Responsible for ensuring the effective and timely delivery of training, standardisation and monitoring of panel members as agreed with key stakeholders • Line management of Administrator. • Contribute to policy and process documents and develop and streamline as appropriate • Ensure all quality assurance and other relevant processes are followed, in consultation with colleagues in Q&S • Manage the panel review process (interim and full year) • Manage the sanctions process for the panel • Working with Sector Strategy experts to develop content of training and standardisation material • Use statistical and feedback data to develop an understanding of training and standardisation needs 	

- Oversee the development and distribution of panel handbooks and relevant materials for the subject area
- Oversee the development of panel guidance documentation
- Oversight and management of monitoring reporting relating to examiners - working closely with a range of stakeholders across Trinity including validation and operations teams

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification Educated to degree level

Job Related Knowledge Empathy with the education sector is important, as is having a good understanding of arts related qualifications.

Essential Skills/Knowledge:

- Good understanding of resource development and training methods
- Good understanding of quality assurance practices and processes
- Good understanding of use of digital and E-learning platforms and forms of online communication
- Making presentations and/or delivery of workshops in a range of contexts
- Management of events and meetings
- Negotiation and advocacy skills
- Strong IT skills including confidence in using websites and other e-communications
- Excellent written and oral communications skills, including public speaking
- Ability to work to deadlines
- Team work and collaborative decision-making

CONTACTS : INTERNAL AND EXTERNAL

- Panel members including examiners, markers, monitors, trainers, training agencies and moderators
- Post Results Services
- Validation Team
- Operations team
- UK and international markets and reps (as appropriate)
- Associates, consultants and senior panel members
- Other External organisations / bodies (as appropriate)

FINANCIAL PARAMETERS

Seeks approval of line manager before committing spend.

Approved by line manager		Date	
Approved by Director		Date	