

Assessment Officer Application

HSM Assessment Team

Selection Criteria

Selection Criteria:

- Completion of a degree level qualification with at least 2-year subsequent relevant work experience or an equivalent combination of experience and/or education/training.
- Demonstrated experience of providing high level advice and high standard of administrative support and ability to develop and implement effective administrative and quality processes and procedures.
- Demonstrated ability to coordinate, plan and deliver large scale high stakes events.
- Strong interpersonal written and oral communication skills, including the ability to facilitate and negotiate effectively with staff at all levels to deliver effective, high-quality service.
- Demonstrated high level of customer service, a commitment to a culture of continued improvement, and the ability to identify issues and develop strategies for resolving them.
- Demonstrated ability to work productively as part of a team in a diverse and fast paced environment, as well as the capacity to work independently to achieve individual goals.

Desirable Criteria:

- Previous experience in an education administration environment and understanding of academic year processes and cycles.
- Previous experience in assessment and examination administration planning in an educational environment