

# Senior Registration Assessment Officer

**Location:** Home with office-based meetings as required in London

**Reports to:** Professional Assessment Manager

**Grade:** C (Rest of UK)

## Job purpose

Leading a project to review the registration assessment question bank and implement and deliver a strategy for replenishing and aligning content with the updated 2026 assessment framework and the Initial Education and Training for Pharmacists 2021 Standards. Apply pharmacy knowledge and experience of high-stakes assessment to the ongoing development and quality assurance of the registration assessment development cycle.

Conducting a proof-of-concept pilot on the use of artificial intelligence to assist in the development of assessment content. Contributing to the development and maintenance of efficient and robust processes for the development of registration assessment papers, communicating effectively with internal and external partners. Providing project management, guidance, and support for the work of the pharmacy professional contributors to the development of registration assessment content.

## Main accountabilities

- Develop and review new registration assessment material for inclusion in the registration assessment question bank, including development of systems to manage complex psychometric data.
- Provide coaching and training to question writers and standard setters during workshops and panels.
- Maintain up to date knowledge of UK pharmacy practice and assessment practice to assist with the development and implementation of 2026 assessment content.
- Support all aspects of the work of the Board of Assessors in setting and reviewing registration assessment papers.
- Contribute as appropriate to the development of policies, procedures and guidance relating to the registration assessment.
- Project manage activities carried out by external contractors involved in the marking and analysis of the registration assessment question bank.

- Work collaboratively with other members of the registration assessment team to deliver a high stake, high profile national assessment.
- Support the Professional Assessment Manager in forward planning, to ensure work is delivered on time and to a high quality. Identify and monitor risks and review processes for efficiency, effectiveness and productivity.
- Advise and provide information to other teams within the GPhC responding to external data and information requests about the registration assessment.
- Maintain up to date knowledge of the application of UK equality legislation, especially in relation to the obligation of the GPhC when delivering registration assessment papers.
- Within the defined question bank projects:
  - Lead on the facilitation of questions writing workshops and standard setting panels.
  - Lead on the quality management and training of question writers and standard setters as required.
  - Provide day-to-day supervision to the wider registration assessment support staff.
  - Continuously monitor expenditure ensuring adherence to the project costings.
- Assist with coordinating the work of Associate and Partners, building good relationships, and contribute to the development of guidance and other documentation relevant to this project, as well as providing support for recruitment and training processes if gaps arise in subject matter expert representation during the project.

Knowledge and skills for this job	Essential	Desirable
Pharmacist registered with the GPhC or PSNI, with broad experience, preferably multi sector, as a pharmacist in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of work related to foundation pharmacist education and training, and the development of assessment material, ideally related to trainee foundation pharmacist training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of managing complex projects, processes, and data. Strong IT skills and able to manipulate data accurately and effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication skills, with the ability to communicate complex information confidently and effectively with a range of individuals during in person and virtual meetings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good listening skills with the ability to understand complex arguments and draw pertinent points from large amounts of information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to organise, plan and prioritise using own initiative, with a proven ability to meet deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Knowledge and skills for this job	Essential	Desirable
Annotated pharmacist independent prescriber.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and/or experience of contemporary standard setting methodologies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of developing assessment material for high-stakes, high-quality examinations in the UK. Experience of interpreting psychometric and assessment statistics.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
An understanding of, and experience in, the application of UK equality legislation, especially in relation to education and assessment development.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.