



Lead Quality Reviewer for IPMA qualifications

The Association for Project Management, the chartered body for the project profession, is committed to developing and promoting project and programme management. In 2017, APM was awarded a Royal Charter as part of its strategy to raise awareness and standards in the profession. The award-winning association has over 23,000 individual members and 500 organisations participating in the Corporate Partnership Programme making it the largest professional body of its kind in Europe.

Association for Project Management (APM) is seeking an enthusiastic and committed individual to join our senior examiner team supporting the new IPMA examinations (Levels A to D) as Lead Quality Reviewer. This role requires variable time commitments and is subject to business needs. It is anticipated that the role requirements will expand as the IPMA qualifications become more established.

Purpose

To be a Project, Programme and Portfolio Management subject specialist and have assessment experience to develop the marker team and report on their performance to APM.

The Lead Quality Reviewer is responsible for maintaining, training and standardising the marking team and ensure agreed standards are maintained.

Applicant attributes sought include:

- To support the APM Product Manager to set and maintain the marking standard. Be part of the senior examiner team, along with the Chair of Examiners and Lead Question Developer.
- Support the Product Manager in conducting the annual standardisation exercises
- To attend the Senior Examiner Team meetings up to four times per annum.
- Analyse and draw actionable conclusions to improve future performance based on statistical data of marker and examination performance.

Requirements of the role

- Experience within the last 5 years in evaluating, developing or assessing individuals or be working towards an appropriate assessment certification or qualification
- Certified to at least the IPMA level C or provide evidence of significant current (in last 5 years) personal practice in a range of roles in projects, programmes or portfolios for the IPMA Level they will assess
- Assessment expertise in a relevant field eg university, professional body or secondary education. Particularly in the marker standardisation and in maintaining standards over time and across different exam papers.
- Able to communicate fluently, both orally and in writing

N.B The successful candidate will be expected to undergo training on APM/IPMA processes and regulations.

To submit your electronic application, please send your CV, referees' contact details and covering email explaining how you meet the criteria in the job description to psrecruitment@apm.org.uk

References will be taken up for shortlisted candidates.

The closing date is **Monday 26 March 2018**.

Interviews are **w/c 16 April 2018**.