



### **Chair of Examiners 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 Chair of Examiners. 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 responsible to APM for ensuring that the qualification as a whole meets the requirements of the specification, maintains standards, and the qualification is fit for purpose. The Chair of Examiners is the most senior examiner for each qualification and as such, plays an important leadership role.

#### **Applicant attributes sought include:**

- To be accountable to APM for the marking standard for the qualification
- To collaborate closely with the Product Manager in carrying out all designated responsibilities.
- To chair the Senior Examiner Team meetings up to four times per annum.
- To be the final sign off point (subject specific) for questions, question paper(s) and mark schemes and other associated qualifications materials.
- Act as an ambassador for APM and the IPMA qualifications suite, including meeting with corporates, training providers and other stakeholders as required.

#### **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 they are assessing 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. Developing qualifications and producing examinations that are fit for purpose, meet regulatory requirements, desirable to the end user and provide candidates with the best educational outcomes.
- 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](mailto: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**.