

Role Title

Distribution Examinations Assistant Beijing

Role Information

Department	Pay Band	Location	Duration	Reports to:
Examination Services	4	Beijing	1-year fixed term	Distribution Examinations Assistant

Role purpose

To deliver professional and quality examinations services related to Distribution Examinations (Professional, Educational and Entrance exams) in the North China region to be in line with corporate standards and regulations set by exam boards.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create international opportunities for the people of the UK and other countries and build trust between them worldwide.

We work in more than 100 countries and our 8,000 staff – including 2,000 teachers – work with thousands of professionals and policy makers and millions of young people every year by teaching English, sharing the arts and delivering education and society programmes.

In China the British Council operates across four offices: Beijing, Shanghai, Guangzhou, Chongqing. We employ over 750 staff across the country.

The British Council operates under three legal entities in China. 1) We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, Chongqing and Wuhan. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司)/ BC Education Consulting (Beijing) Co. Ltd Guangzhou Branch (BC 教育咨询 (北京) 有限公司广州分公司)/ BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技有限公司). 3) We also operate as the Ying He Advertising (Beijing) Company Limited (英合广告 (北京) 有限公司). This position will be employed by BC Education Consulting (Beijing) Co

Geopolitical/SBU/Function overview:

China is one of British Council's largest exams operations, delivering extensive international exams to individuals, institutions, schools and corporate clients in mainland China. By providing access to highly valued UK qualifications, with the reassurance of integrity, we build on the UK's reputation for world-class educational standards. Core tests we administer

include IELTS, Aptis, and a wide range of academic and professional qualifications (Distribution Exams stream).

The Distribution Exams stream in China encompasses school exams, professional exams, vocational exams and university exams and is an essential part of our exams business.

This position sits in North China distribution exams team and reports to Distribution Examinations Officer North China.

Main Accountabilities:

- To deliver high standard examinations services to candidates in the North China Region with the full compliance to the corporate standards and the requirements of the exam boards.
- To answer telephone/email enquiries from test candidates in compliance with exams service standards and to support the communication with exam boards and clients when needed.
- To assist the distribution examinations stock management and documentation filling & sorting works to comply with Examinations Quality & Compliance Assessment (QCA) and to keep all records accurately and updated in a timely manner.
- To support the recruiting, training and monitoring of test day personnel for Distribution Examinations and to support the engagement with test day personnel and test centres when needed.
- To perform required financial activities (for example Purchase Order/Sales Order creation, Accrual, Income reconciliation, Finance tracking, etc)
- To support team projects and activities as required and temporarily cover the duties of other team members as required
- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these are taken into account when planning and delivering activity
- Manage information created and received in compliance with the British Council's information management standards, policies, the UK data protection principles and local legislation.

Key Relationships:

Internal:

- Beijing Exams team
- China Distribution Exams team
- Wider British Council team in Beijing

External:

- Exam boards, professional bodies, educational organisations/schools, corporate clients and their representative offices in North China
- Distribution Exams venue suppliers
- Distribution Exams candidates

- Freelance test day personnel and examiners

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Right to work in China	
Direct contact or managing staff working with children?	Yes	N/a
Notes	DBS checks or local equivalent required	
	This post involves occasional unsocial hours, weekend work and travel within China for test delivery.	

Person Specification:

Language requirements (DELETE IF NOT APPROPRIATE)

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • English at Proficiency Level B2 (Aptis B2, IELTS 6.0 or equivalent) • Chinese at Proficiency Level C1 (HSK 5 or equivalent) 		Interview and shortlisting

Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
	Bachelor's degree	Shortlisting

Role Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> • Demonstrable experience of: <ul style="list-style-type: none"> -Working to strict deadlines and standards -customer service excellence 	<ul style="list-style-type: none"> • Knowledge of international examinations products and market in China • Effective communication and engagement with children and their families. 	Interview and shortlisting

British Council Core Skills

	<i>Assessment Stage</i>
Communicating and Influencing Level 1 (Communicates clearly and effectively) Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.	
Using Technology Level 1 (Operates as a basic user of information systems, digital and	Interview and shortlisting

<p>office technology) Able to use office software and British Council systems to do the job and manage documents or processes.</p> <p>Planning and Organising Level 1 (Is methodical) Able to plan own work over short timescales for routine or familiar tasks and processes.</p>	
<p>British Council Behaviours</p>	<p>Assessment Stage</p>
<p>Behaviours assessed during interview stage of recruitment process</p> <ol style="list-style-type: none"> 1. Making it Happen –Essential 2. Being Accountable -Essential 3. Working Together -Essential <p>Behaviours not assessed during recruitment process</p> <ol style="list-style-type: none"> 4. Shaping the Future -Essential 5. Creating Shared Purpose -Essential 6. Connecting with others -Essential 	<p>The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.</p>
<p>Prepared by:</p>	<p>Date:</p>
<p>Distribution Examinations Manager North China</p>	<p>7 Aug 2018</p>