

Role Title

IELTS Administration Assistant (Stock Management)

Role Information

| Department | Pay Band | Location | Duration | Reports to: |
|------------|----------|----------|-------------------|---|
| Exams | 4 | Shanghai | 2 year fixed-term | IELTS Administration Officer (Pre-test) |

Role purpose

To contribute to the achievement of the East China Examinations Services Team's objectives through effective support to the delivery of IELTS test in East China by conducting test administration to meet global and national targets and standards.

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 five offices: Beijing, Shanghai, Guangzhou, Chongqing and Wuhan. 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分公司). 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. 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分公司).

Geopolitical/SBU/Function overview:

In managing the delivery of the IELTS test in East China, we have a range of processes and team members labelled IELTS Administration. East China IELTS Admin Team has a number of IELTS Administration Assistants (IAA) who share similar basic job descriptions and are expected to be flexible in responding to changes within IELTS administration processes and procedures.

Main Accountabilities:

- To support IELTS Administration Officer on stock process in line with IELTS test standards
 - to support IELTS secure stock in/out in line with IELTS standards;
 - to perform packing duties of IELTS live test materials in line with IELTS standards;
 - to manage IELTS supervisor packs in line with IELTS standards;
 - to support IELTS inventory maintenance in line with corporate standards;
- To coordinate with vendors and manage outsourcing staff
- To have an active financial role in raising POs
- To attend meetings and training initiatives as required
- To perform shared IELTS examination administrative duty
- To support delivery of IELTS project as assigned in line with IELTS standards
- To cover for colleagues when required
- To take an active role to develop professionally and to demonstrate in all your work our corporate values including equal opportunities and diversity
- To ensure all duties are delivered in line with the British Council's policy on Child Protection and Equality, Diversity and Inclusion, and these is taken into account when planning and delivering activity
- To 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:

- East China Exams team
- Wider national Exams team

External:

- IETLTS Test Day Personnel
- Suppliers and vendors

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? | No | N/A |
| Notes | DBS checks or local equivalent required | |
| | Occasional travel in China will be required for meetings, training and checking standards. This will require some weekend working/travelling. (Such requirements will be managed within HR guidelines, including work-life balance policies.) | |
| Person Specification: | | Assessment stage |
| Language requirements (DELETE IF NOT APPROPRIATE) | | |
| <i>Minimum / essential</i> | <i>Desirable</i> | <i>Assessment Stage</i> |
| Communication Skills: Speaking and listening <ul style="list-style-type: none"> English B2 (Aptis, IELTS 6 or equivalent) Chinese C1 (HSK 5 or equivalent) | | 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> |
| Demonstrable experience of: <ul style="list-style-type: none"> Some experience of working on administration processes that require an attention to detail and meeting tight deadlines | <ul style="list-style-type: none"> Some experience of working with exams administration Some experience of managing people | Interview and shortlisting |
| British Council Core Skills | | Assessment Stage |
| Communicating and Influencing Level1 (Communicates clearly & effectively- Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.) | | Interview and shortlisting |
| Planning and Organising Level 1 (Is methodical- Able to plan own work over short timescales for routine or | | |

| | |
|---|---|
| <p>familiar tasks and processes.)</p> <p>Communicating and Influencing Level1 (Communicates clearly & effectively- Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.)</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 behaviors, on the job. These will be assessed during year end performance evaluations.</p> |
| <p>Prepared by:</p> | <p>Date:</p> |
| <p>IELTS Administration Manager (Pre-test)</p> | <p>May 2018</p> |