

Role Title

Assessment Solutions Consultant: East Asia, location flexible

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Fixed Term	Local Pay Band 6 /G	Japan, Korea or China	1 Year	Assessment Solutions Manager

Role purpose

To contribute to language assessment thought leadership and knowledge building across the East Asia region. To provide professionalised support for product development, key research projects and income and impact targets.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

The British Council's language assessment services centre for the East Asia region includes the biggest team of examiners and Assessment Solution Consultants in the World. This concentration of expertise allows us to support the Exams teams in the region and carry out assessment related projects on behalf of internal clients and external clients in different parts of the world.

Main opportunities/challenges for this role:

- Providing solutions to internal/external stakeholders and beneficiaries, taking into account time/geographic realities of the local context.
- Implementing interventions from the portfolio of assessment products and training solutions, e.g. workshops and presentations, in a way that is suitable to the target audience.
- Utilising contemporary language assessment, educational and teaching knowledge in an accurate and flexible way to provide appropriate solutions and interventions e.g. real-time briefings, pilot projects, product refinement and development, among others.

Main Accountabilities:

1. Provide key support for the New Directions conference in 2019 and beyond, co-leading on language assessment Thought Leadership lead-up and legacy-leveraging activities.
2. Provide key support for test design and development, e.g. item writing and quality review, implementing best practices in development of assessment solutions.
3. Provide key support for assessment products and services, e.g. learning and practice materials and report writing, pilot projects with institutions, quality control, implementing best practices in providing assessment support.
4. Provide key support for research projects into language assessment, both external and internal.
5. Provide direct assessment product and service support for clients throughout the cycle of engagement that strengthens our authority in assessment solution provision.
6. Deliver trainings/workshops that support stakeholder understanding and use of language assessment, assessment products and assessment services, including online training.
7. Feedback on additional learning and opportunities from interacting with existing and prospective clients leading to better understanding of market and client needs.
8. Produce articles, papers and/or presentations on assessment projects and products that can be used to inform stakeholders and enhance our reputation as a language assessment authority.

Key Relationships:

Internal

- Area Exams Directors; Exams Marketing team; East Asia Assessment Solutions Team Director; Assessment Solutions Manager; Innovation Projects Manager; Assessment Research Group; Assessment Solutions Consultants; China Examiner Management Team.

External

- Key stakeholders and beneficiaries e.g. key partners in the local and regional educational context. test development specialists, research partners, members of the public and private education sectors.

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	All applicants will need to meet the visa application requirements of the country in which the post will be based. This varies from country to country and is determined by local authorities.	Shortlisting
Direct contact or managing staff working with children?	Yes	(Enhanced DBS or equivalent)
Notes	Important notes about the position This is a non-teaching, locally contracted post with no relocation benefits. A local payband 6/G package and benefits will apply, including annual leave and other entitlements; this will	

	<p>vary depending on where the person is based.</p> <p>The post will sit within the East Asia Assessment Solutions Team and line management will be remote. Travel, sometimes frequent, in the country where the post is located and throughout East Asia is a key part of the role. Some international travel may be required.</p> <p>Some weekend or evening work may be required.</p> <p>One key remit of this post is support for the British Council New Directions conference and preference will be given to locating the position where support for the conference and surrounding events and activities can be easily and economically provided. The international New Directions conference on assessment will be held in Yokohama, Japan in December 2019, and the post-holder will work with local, regional and global colleagues to support the success of this event.</p> <p>Note that visa application requirements vary from country to country and depending on where the successful applicant is based at the time of application. This could result in some delay in being able to take up the position, particularly if the applicant is out-of-country.</p>	
Person Specification:		Assessment stage
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 C2 	Other East Asian language at B1	Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ Bachelor's degree (ideally in a subject relevant to language teaching, education, assessment) ▪ 2 years post certificate level qualification in language teaching e.g. CELTA or similar 	Post-graduate qualification (or higher) in a language assessment relevant subject Post-graduate level qualification in language teaching e.g. DELTA or similar	Shortlisting
Role Specific Knowledge & Experience		

<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> ▪ 5+ years in a language teaching role including 2+ years assessment experience ▪ Working knowledge of test development processes ▪ Proven experience of workshop facilitation in education contexts e.g. Workshops and training for teachers ▪ Experience engaging with stakeholders in the area of language assessment 	<p>Working knowledge of East Asia educational contexts e.g. secondary and/or higher education sector, particularly contexts in which New Directions will be held</p> <p>Materials development experience</p> <p>Experience working on language assessment research projects and/or involvement in language assessment conferences/symposia</p>	Shortlisting
Role Specific Skills (if any)		Assessment Stage
<ul style="list-style-type: none"> ▪ Strong analytical skills and keen attention to detail and accuracy ▪ Ability to accurately inform internal and external stakeholders on areas of language assessment knowledge and practice 		Shortlisting and Interview
British Council Core Skills		Assessment Stage
<ul style="list-style-type: none"> • Managing projects (Level 2) - Analyses project data: Examines project data and performance, reporting on progress and recommending corrective action as needed. • Communicating and Influencing (Level 2) Relates communications to circumstances: Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences. • Planning and organising (Level 2) Plans ahead: Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people. • Analysing data and problems (Level 2) Uses data: Reviews available data and identifies cause and effect, and then chooses the best solution from a range of known alternatives. • Using technology (Level 2) Operates as an advanced user: Works as an advanced practitioner in the use of office software and/or British Council standard and social media platforms and trains or coaches others in their use. • Managing accounts and partnerships (Level 1) Supports account management: Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development. 		Shortlisting and Interview
British Council Behaviours		Assessment Stage

<ul style="list-style-type: none">• Working together (More demanding): Ensuring that others benefit as well as me• Making it happen (More demanding): Challenging myself and others to deliver and measure better results• Being accountable (More demanding): Challenging myself and others to deliver and measure better results	Interview
Revised by:	Date:
Sheryl Cooke	28 January 2019