

## Job Description

### Section 1 - Description

**Job Title:** Dental Specialty Fellowship Exams Senior Manager/Lead

**Grade:** Grade 6B, Salary £45,578.17 - £52,144.11

**Location:** Education & Assessment Directorate, RCPSG

**Reports to:** Director of Education and Assessment, RCPSG

**Date:** July 2025

**Website:** [Home - Dental Specialty Fellowship Examinations](#)

### Section 2 – Context, and Job Purpose

#### Context

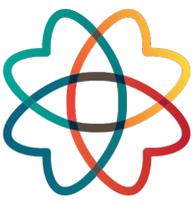
The three UK Surgical Royal Colleges (based in Edinburgh, Glasgow and London) will, from September 2026, provide jointly developed and maintained fellowship examinations (DSFE exams) mapped to the General Dental Council (GDC) curriculum. Of the 13 dental specialties regulated by the GDC, DSFE examinations will be provided for ten of these. In addition, this role will oversee the delivery of the dental membership exam (MFDS) provided by these Colleges.

The Dental Specialty Fellowship Examinations secretariat (“the Secretariat”) works on behalf of the Surgical Royal Colleges to manage the assessment and policy frameworks of the DSFE exams. The team lead the delivery of all DSFE UK exams and coordinate the support for any collegiate international delivery. The team is based in, but is not operationally part of, the Royal College of Physicians and Surgeons of Glasgow. This role is based in Glasgow.

#### Job Purpose

To take overall responsibility for the management of DSFE and its associated committees, providing guidance and support to the DSFE Chair in their role, responsible to the three College Presidents and their Councils and, on behalf of the three Colleges, to the General Dental Council (GDC)

To lead the team supporting the main areas of work for which the Secretariat is responsible and to work with a wide range of internal and external stakeholders. To work collaboratively with colleagues in the Royal College of Surgeons of Edinburgh, providing quality assurance and question bank services to the Secretariat.



To manage the development of the Intercollegiate DSFE examinations on behalf of, and in conjunction with, the three Royal Surgical Colleges, and provide oversight of the work of all members of the Boards, their sub-committees and the Secretariat as required.

To oversee the financial, operational and policy functions of the Secretariat.

### **Section 3 – Job Dimensions**

- Line management responsibility for approximately 8 FTE employees
- Budgetary responsibility for approximately £2.7m income and £1.2m direct expenditure per annum
- Oversight of 11 qualifications and 22 examination diets per annum
- Management of approx. 2,000 candidates per annum
- Management of approx. 600 examiners per annum
- Management of 11 Examination Boards
- Management of the Dental Specialty Fellowship Examinations Executive Committee
- Management of the MFDS Executive Committee

A relationship matrix is attached as Appendix 1.

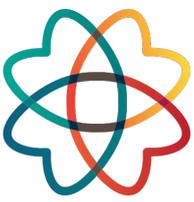
### **Section 4 - Main Responsibilities and Role**

#### Regulatory and training environment

- Build and maintain constructive relationships in order to represent the Secretariat in interactions with external stakeholders, such as the GDC and the Academy of Medical Royal Colleges
- Oversee interactions with the GDC as regulator.
- Represent the Secretariat at stakeholder engagement events run by the GDC and Academy
- Build and maintain constructive relationships with each of the three Colleges, ensuring two-way dialogue with each College on a consistent basis.
- Maintain a current knowledge of regulatory and educational changes and developments and to provide advice, guidance and comment as needed on matters relating to relevant areas of activity.

#### Strategy and policy

- Develop the strategic direction of the Secretariat, in conjunction with the relevant Chair.
- Ensure that the strategic priorities of the Secretariat are communicated clearly to stakeholders and inform the work planning of DFSE staff and Clinical Leads.
- Present the Secretariat strategy and activity to internal and external audiences, including the preparation of quarterly reports and other submissions to the Dental Deans of each College, the Joint Surgical Colleges Meeting (JSCM) and other intercollegiate meetings



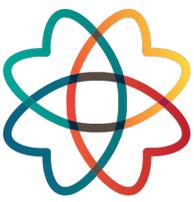
- Ensure that the Secretariat agenda is communicated effectively through constructive working relationships and communication with stakeholders including the three Surgical Royal Colleges and training stakeholders.
- Ensure that a framework is in place for the development, dissemination and review of examination policies and regulations.

#### Assessment oversight

- Oversee the review and development of assessment processes to ensure the DSFE examinations benefit from the highest quality assessment material, delivery methods and quality assurance.
- Oversee existing relationships with external partners/providers in the delivery of DSFE examinations, working to address current areas of deficit in service provision as appropriate.
- In conjunction with the RCS Edinburgh Head of Academic Standards, oversee the development of an infrastructure of assessment material production to ensure this meets the needs of the annual schedule of examinations.
- Review the platforms and systems that support assessment processes, including the relationships with software providers.
- Oversee the development and maintenance of the infrastructure for holding accurate records and files, including maintenance of Intercollegiate DSFE and MFDS Examiners and candidate results.
- Oversee tendering arrangements for new contracts of work with external providers.
- Oversee risk management in DSFE's activity, to ensure that key risks are identified and mitigated against accordingly.

#### Staff management

- Lead the Secretariat team on a day-to-day basis, overseeing workload and capacity planning across all areas of activity. Lead the recruitment of the team during the initial months of the establishment of the Secretariat.
- Set, and review on a regular basis, objectives and the performance of staff, to ensure that changes to priorities are reflected appropriately.
- Ensure staff receive appropriate induction, training and regular feedback to keep them up-to-date and to support the development of key skills within the team to meet the changing agenda.
- Foster a culture of excellence, resilience and continuous improvement.



### Financial management

- Manage the Secretariat budgets to meet the requirements of both collegiate and intercollegiate planning and reporting processes.
- Manage the budget-setting process, record and monitor expenditure to enable the cost of the development work to be managed and expenditure to be apportioned accurately for invoicing.
- Prepare and present reports to the quarterly meetings of the Intercollegiate Planning and Review Group (PRG), and to respond to any queries about the Secretariat expenditure.
- Prepare business cases for new activity or changes to staffing, for presentation to Collegiate and Intercollegiate meetings.

### **Section 5 – Planning and Organising**

- Planning development activities for up to three years in advance, taking into account budget and strategic objectives
- Exceptional planning and organising skills will be required to ensure that exams are delivered fully on time and to budget
- Individual resource planning will be required including people-management and basic financial planning
- Budget planning/organising.
- Developing networks and relationships in support of business direction

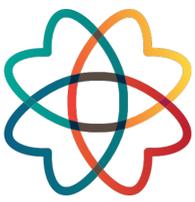
### **Section 6 – Decision-Making**

- The post-holder will be expected to make key decisions together with the Director, and autonomously, as required and will oversee the decision-making remit of the Manager team.

### **Section 7 – Knowledge, Experience and Skill Set Required**

The post-holder will require the following:

- Qualified to degree level or equivalent.
- Experience of leading and managing a multi-disciplinary team
- Decision-making skills
- Excellent communication skills
- Thorough knowledge of IT systems and database management
- Knowledge and experience of relevant legislation (e.g. GDPR, Equality Act)
- Ability to interpret and apply regulations associated with the work
- Ability to produce innovative, evidence based solutions
- Ability to collaborate with stakeholders to achieve operational effectiveness
- Strong planning ability: experience of handling multiple projects simultaneously
- Significant attention to detail

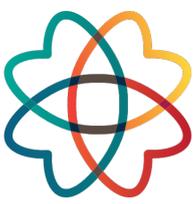


The following knowledge, experience and skills would be desirable:

- Experience of examination activities including managing delivery and governance of qualifications and examinations
- Stakeholder management experience, with strong influencing skills

#### **Section 8 - Job Context and Special Features**

- Additional hours need to be worked in accordance with the demands of the secretariat's business activities, including meetings and examinations. Meetings may require attendance in the evening.
- The post holder will be required to travel within the UK and internationally in order to attend meetings or observe examinations. Venues for external meetings rotate around (mainly) London, Edinburgh and Glasgow, many involving overnight stays.
- Examination activities may involve travel to international examination centres for up to 10 days at a time. Awareness of and sensitivity to local political and cultural issues in international locations are required.



**Relationship Matrix**

<b>Stakeholder</b>	<b>Type</b>	<b>Relationship Nature / Function</b>
DSFE Chair	Internal	Strategic leadership collaboration and operational support
DSFE Secretariat Team	Internal	Line management, workload oversight, recruitment, and development
Director of Education and Assessment (RCPSG)	Internal	Line reporting, strategic alignment, and joint decision-making
MFDS Executive Committee	Internal	Governance and delivery oversight
DSFE Executive Committee	Internal	Governance, policy implementation, and reporting
IT and Database Teams	Internal	Supporting exam systems, platform development, and data integrity
Finance Department (RCPSG & Intercollegiate)	Internal	Budget setting, expenditure tracking, business case preparation
GRC/Governance Functions	Internal	Compliance with regulations and policies
General Dental Council (GDC)	External	Regulatory compliance, stakeholder engagement, and policy alignment
Academy of Medical Royal Colleges	External	Representation and participation in strategic dialogues
Royal Colleges (Edinburgh, Glasgow, England)	External	Collaborative working, reporting, quality assurance, examination policy coordination
Training Stakeholders	External	Curriculum alignment and feedback loops
Software/Assessment Providers	External	Procurement, contract management, service delivery, platform oversight
Examination Candidates	External	Service users – communication, experience, and result delivery
Examiners (~600 across specialties)	External	Operational logistics, engagement, standard setting, QA