

Job Description

Psychometrician

Salary:	Grade 6
Contract:	Full time, fixed term
Location:	Canterbury Campus
Responsible to:	Curriculum and Assessment Manager
Job family:	Administrative, professional and managerial

Kent and Medway Medical School

KMMS welcomed its first students in 2020 and achieved full GMC accreditation in 2025. Our mission is to widen participation, train excellent doctors, and improve health in Kent and Medway. We deliver a five-year undergraduate programme and a growing portfolio of postgraduate study, including the MSc in Clinical Education and Physician Associate Studies.

Equity, Diversity and Inclusion

KMMS is proud to have a diverse and inclusive community of students and staff. We welcome applications from members of all the non-majority parts of our community and KMMS is committed to fair treatment and to ensuring that the learning and working environment are supportive and inclusive to all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's core values.

Job purpose

The KMMS Psychometrician contributes to the development and ongoing understanding of KMMS.

Working closely with the Lead for Assessment and the Lead for Admissions, the KMMS Psychometrician will provide valuable ongoing statistical and business analysis, utilising a range of statistical methodologies and generate data that support continuous improvement. They will hold key responsibility for the production of data and statistical information related to assessment and recruitment results. As part of the Professional Services Curriculum and Assessment Team, the post holder will be expected to work across the breadth of KMMS activities including, but not limited to, assessment; recruitment; admissions and outreach.

The role holder will be expected to work with a high degree of autonomy to input data, produce results and to run appropriate quantitative/qualitative statistical analysis, generating reports which will be disseminated to a wide audience. The role holder will implement strategies for ensuring high levels of accuracy and data quality, which may involve liaison with colleagues within KMMS and across both Universities.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Under the direction of KMMS Management and Academic Leads, conducting psychometric and statistical analysis of data including but not limited to assessment, recruitment and admissions, widening participation, work allocation and research.
- Data entry/processing across a range of work areas and utilising a number of different software systems including SPSS and MSCAA
- Producing results data for student assessments and recruitment within the school
- Writing reports to summarise findings and communicate this analysis to a variety of audiences

- Coordinate and process key data relating to student assessment and produce associated resultant data to be communicated to students
- With support from the Curriculum and Assessment Manager, design, implement and maintain strategies for ensuring high levels of data quality and accuracy within KMMS
- To act as the first point of contact and provide practical support with statistical analysis and reporting within the School
- To support the work of the curriculum and assessment team as required, including providing support for key admissions and curriculum and assessment projects such as Multiple Mini Interviews (MMIs), Applied Knowledge Tests (AKTs) and Objective Structured Clinical Examinations (OSCEs)

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The role holder must be able to work with minimal day-to-day supervision. They need to use own initiative, planning their own workload deciding what is a priority.
- The role holder will need to work collaboratively with colleagues within KMMS and the wider universities and manage a set of competing demands all of which have fixed deadlines within the timetable.
- The role holder will be expected to manipulate large data sets for extended periods of time, while maintaining high levels of accuracy. This will involve extensive use of screen display equipment.

Facts & figures

The role holder will provide statistical support to all staff within KMMS. As such workloads and demand for services may increase at certain times of the academic year.

Internal & external relationships

Internal: Students, academic and professional services staff within KMMS; professional services staff across the University of Kent

External: External examiners; other institutions and professional associations, software providers

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Prolonged physical/manual work/Manual handling (inc. human beings)
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to degree level or equivalent in a relevant subject (mathematics, statistics, psychology) (A)
- GCSE in English & Maths (Grade C/4 or above) or equivalent (A)
- Experience of working in an office environment with face-to-face contact with a variety of people (A,I)
- Excellent IT skills particularly MS Office packages and statistical software such as SPSS (A,I,T)
- Excellent oral and written communication skills including the ability to communicate clearly and accurately with a wide range of people (internal and external) in a confident manner (A, I)
- Excellent interpersonal skills (I)
- Ability to build strong working relationships with a wide range of people at all levels (I)
- High level of accuracy and attention to detail, including when maintaining electronic records (A,I)
- Numerate with an ability to process complex statistical information (I,T)
- Ability to work independently as well as collaboratively as part of a team (I)
- An excellent Ambassador for KMMS (I)
- Resilient under pressure and willingness to embrace change (I)
- Flexible, adaptable and able to manage conflicting priorities and demands (A, I)
- Innovative problem solver with the ability to optimise existing resources (I)
- Commitment to undertake further training or personal development as required (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Previous experience of working in HE / Understanding of HE and an appreciation of the student data (A,I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage