

## **Assessment and Selection Manager – Job Description**

**Location - remote (flexibility to travel for meetings) / Salary - £30-40k (doe)**

SRS Recruitment and Employability Experts are an award-winning, expert provider of employability assessment services in the UK. We work with both graduate and apprenticeship employers and universities. We design and implement all recruitment and training materials needed by corporate clients, and work with institutions to embed employability and careers training into their curriculum. Our personal approach, expertise and insight helps our clients match the best talent to the right opportunity, and ensures university students have every advantage to help secure that all-important graduate job.

### **What will I be doing?**

As our Assessment and Selection Manager, it will be your responsibility to provide expertise in the design and development of all assessment centre materials for our universities and employers. You will proactively work with the team to deliver a seamless end to end experience for our students, universities and employers, providing first-class delivery.

You will also be an integral part of our team on event days, supporting the smooth running of these and helping out where required. From briefing assessors, to being an assessor or dealing with live student queries on our helpdesk, your ability to adapt and get involved is central to success at SRS.

### **Tasks and responsibilities include:**

- Lead on the development of the assessment portfolio/toolkit for universities and employers, by developing new products for assessment centres and on-line selection solutions e.g. SJTs, interviews, role-plays, work related exercises, group exercises, application questions etc.
- Provide best practice advice on the selection, design and creation of all assessment methodology for universities and employers. This includes but is not limited to assessment objectivity, validity, reliability, fairness, reasonable adjustments and discrimination.
- Review & evaluate design and delivery of materials and operations to ensure the maintenance of high standards and consistency on an ongoing basis.
- Share knowledge and learning for future material and product development, including ensuring all resourcing and development activity is legally compliant.
- Provide assessor and/or facilitator support at university and employer assessment centre simulation events as required in person and online.
- Support with the training and upskilling of assessors, and being involved in the auditing and quality checking of assessors.
- Network and build relationships with existing and prospective clients.
- Assist in the tender and pitch process for new business, providing specialist solutions knowledge for prospective clients.
- Work effectively within the team to deliver outstanding customer service to both internal and external customers, through all channels.
- Embrace changes within the business and the industry, seeking to use these changes as an opportunity to learn and develop.
- Demonstrate flexibility to travel to and from meetings, events and conferences when required.
- Actively seek personal development opportunities and share learning experiences to help develop others.
- Identify and act upon opportunities for further improvements to existing methodologies and processes both within the SRS team and wider group HR team.

- Support quality assurance and best practice initiatives within resourcing across the group.

**Skills and experience required:**

- A proven track record of creating assessment and selection materials for in-person and online assessment centres e.g. work-related exercises, group exercises, interviews. With the ability to use multiple data sources to inform insights and recommendations on best practice.
- Strong knowledge and understanding of the early careers market.
- Experience and knowledge of the use and development of psychometric tests / items.
- A proficient relationship builder and influencer at senior level, and the ability to develop and maintain relationships to ensure first-class account management.
- The ability to work collaboratively and flexibly as part of a small team to ensure overall business goals are met.
- Strategic thinking and the drive to have an impact on SRS business growth, and the Careerpass Network group to help all our brands grow and achieve their goals.

**Qualifications required:**

- BPS accredited postgraduate degree in Occupational Psychology (or significant experience in assessment design) (essential).
- HCPC registered Chartered Occupational Psychologist or working towards that status (desirable).