



Business Operations Manager (Assessment) Competitive Salary Plus Benefits

External/Internal Recruitment Advertisement

Based in Preston, Lancashire, NEBDN is the charitable awarding body of choice for Dental Nurse training and accreditation, demonstrated by our track record of offering high calibre, widely renowned qualifications which are recognised for their quality, value and relevance to the ever-changing dental sector.

We have an exciting opportunity for an office-based Business Operations Manager (Assessment), reporting to the Head of Operations, Quality and Standards. The post holder will effectively and efficiently manage NEBDN's day to day operational service delivery, this will include;

- Leading the Business Operations (Assessment) team
- Examination planning and recruitment of examiners
- Maintenance of question banks
- Standardisation of marking and production of exam results
- Occasional business travel, when required, including overnight stay

You will work closely with the Business Operations Manager (Customer Support) to encourage a positive organisational culture, motivating the operations team to provide the best possible service to candidates, examiners and course providers.

The successful applicant will have:

- Experience of working for an exam board or exam processing
- Effective leadership skills
- Excellent prioritisation and planning skills
- Experience of materials production and/or evaluation

This is a particularly exciting time to progress your career with NEBDN as we enter the next stage in our development. As well as a competitive salary package, this role provides the opportunity to make your mark within a unique and successful charitable organisation.

Salary £27,000 - £30,000 (dependant on experience).

To apply please forward your CV with a supporting statement evidencing how you meet the person specification requirements to Nadine.Davies@NEBDN.org

The deadline for receipt of internal applications is 5pm on 31 December 2019.

NEBDN is an equal opportunities employer.