

Job Description
Ref no:

Job Title	IELTS on Computer Test Day Personnel		
Directorate or Region	East Asia	Department/Country	Exams, China
Location of post	Shanghai	Pay Band	N/A
Reports to	Test Day Personnel Team	Duration of job	Freelance part time

Purpose of job:

To manage the test day delivery of IELTS test to ensure that it is in line with national and global IELTS Administration Standards.

Context and environment: (e.g. dept description, region description, organogram)

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create international opportunities for the people of the UK and other countries and build trust between them worldwide

We work in more than 100 countries and our 8,000 staff – including 2,000 teachers – work with thousands of professionals and policy makers and millions of young people every year by teaching English, sharing the arts and delivering education and society programmes.

In China the British Council operates across five offices: Beijing, Shanghai, Guangzhou, Chongqing and Wuhan. We employ over 750 staff across the country.

The British Council operates under three legal entities in China. 1) We operate as the Cultural and Education Section of the British Embassy in Beijing and Cultural and Education Section of the British Consulate-General in Shanghai, Guangzhou, Chongqing and Wuhan. 2) Our Exams work across China operates as a Wholly Foreign Owned Enterprise - BC Education Consulting (Beijing) Company Ltd (BC 教育咨询 (北京) 有限公司)/ BC Education Consulting (Beijing) Co. Ltd Chongqing Branch (BC 教育咨询 (北京) 有限公司重庆分公司)/ BC Education Consulting (Beijing) Co. Ltd Guangzhou Branch (BC 教育咨询 (北京) 有限公司广州分公司)/ BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技分公司). 3) We also operate as the Ying He Advertising (Beijing) Company Limited (英合广告 (北京) 有限公司). This position will be employed by BC Education Consulting (Beijing) Co. Ltd Shanghai Shenyu Education Technology Branch (BC 教育咨询 (北京) 有限公司上海申宇教育科技分公司).

Accountabilities, responsibilities and main duties:

The post holder will be responsible for the IELTS test day delivery to ensure full compliance with national and global IELTS Administration Standards.

Test day responsibilities and duties will include:

- To manage the test process by performing IELTS on Computer (“IOC”) test invigilation duty in line with IELTS standard procedure
- To ensure the smooth delivery and validity of the test
- To guarantee the security of test day materials
- To attend trainings as requested

Other duties will include:

- To maintain the reputation and integrity of IELTS and the British Council at all times.
- To ensure all duties are delivered in line with the British Council’s policy on Equal Opportunity and Diversity and EOD is taken into account when planning and delivering activities
- To manage information created and received in compliance with the British Council’s information management standards, policies, the UK data protection principles and local legislation
- To participate in required British Council training and apply relevant principles in carrying out duties; this includes Child Protection, and Health and Safety.

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

- The post holder is expected to be able to work on both workdays and weekends.
- The post may require work in evening hours.
- This job may involve working with children under 18.
- The post holder CANNOT be involved in IELTS teaching in any form, including but not limited to:
 - To individuals
 - In a company or companies
 - In an institution or institutions
 - Over the Internet

Key relationships:

- Internal:
 - IELTS on Computer Team Manager and Officer
 - Test Day Personnel Manager and Officer
 - East China Exams team
 - Test Day Personnel
- External:
 - Candidates
 - Test centers
 - Other external stakeholders where applicable

Please specify any passport/visa and/or nationality requirement.	Chinese nationality
Please indicate if any security or legal checks are required for this role.	Criminal Record Check

Role Requirement

	Essential	Desirable	Assessment stage
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Qualifications	<ul style="list-style-type: none"> • Bachelor's degree 		Shortlisting
Experience	N/A	<ul style="list-style-type: none"> • Invigilation experience 	Shortlisting
Behaviors	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Attention to details and accurate completion of administrative tasks • Strong sense of following standard procedure • Ability to respond effectively to feedback • Ability to work as part of a team • Ability to work independently • Ability to deal with difficult situations confidently • Customer service orientated • Ability to deal with emergency • Confident to speak in front of a group of people 	<ul style="list-style-type: none"> • Ability to provide constructive feedback 	Shortlisting and interview
Skills and Knowledge	<ul style="list-style-type: none"> • Mandarin native-speaker competence • Basic English communication skills • Computer skills: Able to use office software, information systems, and other basic systems 	<ul style="list-style-type: none"> • IT problem solving skills • Intercultural awareness 	Shortlisting and Interview
Submitted by	SH TDP Team	Date	Sep 2021