

Working pattern: Hybrid

Contract type: Permanent

Location: London

Interview date: Tuesday 30 June 2026 (via MS Teams)

THE ROLE

The Royal College of Psychiatrists is looking to hire for the position of Examinations Analyst within the Examinations Team.

The Examinations Analyst is an important role at the College as you play a critical role in successfully analysing, reporting and compiling examination results, while also implementing and delivering standard setting processes and procedures associated with the Membership examinations (MRCPsych). Further development will be provided with creating, validating and maintaining new and existing examination and assessment tools.

As Examinations Analyst, you will calculate and set MRCPsych pass marks, perform quality assurance on exam output and administer standard setting meetings. You will be joining a very busy team and whilst it has a broad range of operational and development tasks, you will have a large degree of autonomy and the opportunity to improve processes, as well as developing professionally.

Reporting to the Psychometrician, you will conduct routine analysis of MRCPsych examinations, which are run multiple times a year. You will collaborate and assist in identifying areas for change and development within examination and assessment processes, alongside the Examination Team, and evaluate and develop new processes.

Degree qualified or with relevant professional experience, you will have an in depth understanding of techniques and theories used in undertaking statistical analysis.

This is an exciting analytical role and would suit someone who enjoys conducting statistical analysis, with an interest in assessment, standard setting and quality assurance.

Knowledge or an interest in medical education and familiarity with its terminology and an understanding of EDI issues and best practices is desirable.

THE COLLEGE

The College values a diverse workforce and welcomes applications from all sections of the community, reflecting the population it serves.

We are committed to building and maintaining an inclusive and supportive culture, a place where we can all be ourselves and succeed on merit. We aim to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

We will provide appropriate reasonable adjustments for candidates who may have a disability.

We only recruit the best and in return for your commitment the College offers an attractive salary and benefits.

We operate a hybrid working model of on-site and working from home/remote, which helps to ensure a flexible work life balance.

We welcome applications from all sections of the Community.

For any queries, please e-mail: HRrecruitment@rcpsych.ac.uk

If you require assistance or any other reasonable adjustments to complete your application form, please contact HRrecruitment@rcpsych.ac.uk

STAFF BENEFITS

To help we offer a range of excellent staff benefits including:

- up to 25 days of annual leave, depending on length of service (exclusive of public and bank holidays)
- up to six College closures days (during May, August and December)
- generous flexi-time and time off in lieu (TOIL) schemes
- enhanced maternity leave (eight weeks at full pay, 18 weeks at half pay, 13 weeks lower rate SMP, 13 weeks unpaid leave)
- enhanced paternity leave (two weeks at full pay, rather than at statutory level)
- interest-free season ticket loan
- subsidised café at our London Head Office
- health and wellbeing package (including up to £160 for complementary therapies)
- money towards annual eye tests
- 24/7 health and stress-related helplines
- management support helplines
- Group Income Protection Scheme
- generous pension and life assurance schemes

The College is an Equal Opportunities Employer.
Charity registration. no. 228636.

The College is a proud member of the Disability confident employer scheme. A Disability confident employer will offer an interview to any applicant that declares they have a disability and meets the minimum criteria (essential) for the job as defined by the employer. Please see candidate information pack for more information.



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