

Pearson Language Tests

Job Description			
Job Title:	Test Development Director	Business Unit:	Pearson Language Tests
Department:	Test Development	Section:	
Band:	Band 6	Salary:	£60 - 90k pa depending on experience
Reporting to:	VP Test Development	Location:	London, UK
Purpose of Role:			
<p>The Test Development Director will be responsible for managing the test development team, projects and budget. They will support the VP Test development in developing test strategy and implementing plans and ensuring the highest quality tests are delivery that can stand up to scrutiny by external experts and be commercially successful. Due to the substantive demands on the time of the VP Test Development - this role has to act as back up and support to their manager to enable the work of Test Development to stay on track.</p>			
Key Accountabilities:			
<p>Management of the Test Development team</p> <ul style="list-style-type: none"> • Overall management of the Test Development Managers and their team, including budgets, project oversight and delivery of plans and objectives • Overall responsibility for ensuring processes are in place for all third party arrangements • Liaison with VP TD and other senior managers to ensure Test Delivery success • Ensure adherence to the professional standards. <p>Management of the Examination cycle Ensuring that PLTs exam products are delivered within plan and budget and to expected quality standards. Liaising with external suppliers to ensure delivery</p> <p>Customer service Test Development Director will ensure a high standard of customer service to internal and external customers</p> <p>Internal and External Liaison Test Development is a lynchpin of the organisation. Many departments depend on up to date, accurate information from the team to ensure successful operational delivery of tests. The Test Development Director will be responsible for managing many of these relationships</p> <p>Industry Relationships The Director Test Development will act as an ambassador for PLT when appropriate. Whilst this is the main responsibility of the VP Test Development, they may be required to present at industry events and talk to key players at busy periods. The Test Development will substitute/cover for the VP, Test Development when he is unavailable.</p>			
Background Information			
<p>Pearson Language Tests (PLT) is developing a new international Academic English Test. Our test is being developed with item writers from many different places. PLT is a small business unit relying on a range of both internal Pearson and external vendors to provide solutions. PLT currently has a paper-based test, the London Test of English, which the test development team delivers in four annual sessions, working closely with Edexcel in the UK. The Test Development team has around 10 people who undertake research, quality assurance, psychometric analysis and manage the test development process and the third parties involved in delivering that.</p> <p>PLT is working with many Pearson suppliers and external providers and managing these relationships is vital to success of our business.</p>			

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Key Challenges:

- Start up environment
- Managing complex programmes with a number of internal and external suppliers
- Working innovatively within defined processes
- International nature of business

Working Pattern:

London based. International travel will be required to attend meetings with international Pearson staff and conferences dependant on business needs.

Candidate Profile:

Essential Skills

- Degree-level education required or equivalent
- Candidate must have experience in the field of language testing
- Candidate must have a deep understanding of psychometric principles
- Excellent relationship management. Experience of working with professionals from the business and academic world
- Excellent People management. Must have five years experience of running a team successfully
- Candidates will need to demonstrate a strong background in delivery and consistently meeting standards.
- Experience in Project Management. Experience of delivering complex projects on time and in budget.
- Deep understanding of issues of confidentiality, security and continuous improvement.
- Needs to demonstrate experience of measuring performance
- Experiencing of implementing systems and procedures
- Experience of working with or in different countries and cultures
- The candidate will be a person of high integrity prepared to take ownership for projects, systems and people.
- Must have managed budgets and used to financial planning for teams
- Excellent presentation skills both written and verbal
- Must have a strong commercial outlook and be able to see opportunities for online and offline learning and testing products
- Have ability to empathise and understand those learning and teaching English in the local markets
- Must have a real enthusiasm, understanding and passion for ELT
- Understanding of language education, and testing

Preferred Skills

- Background in education, media, testing and/or high stakes environment would be preferred
- Experience of working with Psychometricians and/or test development