



Psychometrics & Standards Manager

Based in the City of London and remotely

Salary: £45,000pa

Plus £7.5% company pension contribution

A travel allowance of £2,500 per annum

Hybrid working arrangements

Discretionary Bonus

We are seeking an experienced psychometrician for our Global Learning team. This will be a vital new role for us, informing our approach to standard setting across our qualifications and to the review and monitoring of assessment outcomes and performance. The successful candidate will work across our organisation and with external stakeholders to support delivery of valid, reliable and fair qualifications.

You will:

- Conduct item and test analysis, standard setting, item bank design and analysis and other psychometric activities
- Ensure accuracy of tests and test analysis
- Collaborate with content developers across the CISI to develop tests that are valid, reliable and fair
- Produce technical documents and reports on test performance across sessions and across time for Exam Boards and other committees and panels
- Develop, deliver and maintain a plan to ensure that test and examination services meet regulatory requirements and that they are defensible
- Provide internal and external training as required and contribute to internal and external understanding of the use and impact of psychometrics in assessment and standard setting
- Manage people and work through direct and/or matrix arrangements

In addition, employees are required to carry out any other duties as may reasonably be required

The following skills and experience are required:

- A degree or equivalent in Mathematics, Statistics or other related subject
- Minimum 5 years of experience working in psychometrics, ideally in an educational institution, awarding organisation or similar
- Excellent communication and interpersonal skills, written and oral, with the ability to produce reports and deliver presentations to influence decision making
- Experience of managing people either in a line management or matrix structure
- Project management skills
- Strong analytical and problem-solving skills
- A passion for the development and delivery of valid, reliable and fair qualifications
- A clear communicator who is able to work across a range of teams working to different drivers
- A demonstrable understanding of regulatory frameworks and compliance culture
- Adaptable and resilient, able to thrive in a dynamic global commercial environment
- Strong ethical standards and commitment to promoting integrity in financial services
- Continuous improvement mindset with a passion for professional development and industry advancement

Please also let us know in your application if you have experience of quality assurance systems and procedures.

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 23 days full-time equivalent and additionally the Institute closes for three days between Christmas and New Year.
- A travel allowance after passing probation which has a value of £2,500 per annum
- Hybrid working arrangements.

Please send your CV, salary expectation and availability to HR at jobs@cisi.org

Candidate Adjustments

At CISI we encourage applications from a neurodiverse workforce so please do reach out to HR@cisi.org to discuss reasonable adjustments if required.

Our London office is open plan with agile desk booking; however, we are able to arrange reasonable adjustments for candidates that require a fixed working space.

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is *"To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services."*

For more information on the CISI, please see our website at www.cisi.org