

## Examiner Panel Position Description

### JOB TITLE:

Examiner Panel Member

### PURPOSE:

To develop and administer examiner qualifications and training, examiner appointments, and grading processes.

### RESPONSIBILITIES:

- As listed in Terms of Reference attached.
- Undertake tasks at the request of the Panel.
- Attend monthly panel meetings.
- Participate in discussion and decision making of the Panel.

### RELATIONSHIPS:

- Reports to the Examiner Panel chair.
- Liaises with various member and stakeholder groups as required.

### ACCOUNTABILITY:

- Examiner Panel members are accountable to the Technical Panel and the Board.
- Must declare potential conflicts of interest as they arise, and record in the Register of Interests.

### ESSENTIAL SKILLS:

- Ability to dedicate time to the Panel workload.
- Ability to provide calculated opinion in group discussions at meetings.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.

The estimated time commitment as an Examiner Panel member is:

- 1-2 hours per monthly online meeting.
- Additional time commitments dependent on tasks delegated.

Additionally, the Chair of the Examiner Panel would attend the quarterly Technical Panel meeting. This would be an online meeting of 1-2 hours duration.