

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**POST OUTLINE:**

1. To ensure the quality of learner data and submitting data returns in line with the requirements of funding agencies and monitoring bodies.
2. To assist in the preparation of error free ILR data for submission to external agencies.
3. To be responsible for the financial tracking of the 1618/Adult/HE/apprenticeship/traineeship contracts against profiles.
4. To develop and maintain an in depth knowledge and understanding of the datasets used by the Group's funding bodies, and the relevant funding rules and methodologies.

**Location:**

Based at East Surrey College, with some travel to John Ruskin College.

**Post Reports To:**

Head of MIS (College Group)

**Key Accountabilities:**

- To be responsible for ensuring the integrity, accuracy and completeness of college data returns and related funding claims. To develop and maintain data integrity procedures including the management of validation and exception reports, reporting regularly to management.
- To be responsible for the day to day administration of apprenticeship and traineeship data held within the College's student records systems (EBS/UNIT-e/PICS)
- To regularly utilise data quality tools (including PDSATS) or other similar software packages to systematically examine the Group's ILR data, address any issues in liaison with other colleagues as appropriate, maintain and share details of any exceptions/explanations.
- Prepare timely submissions of error free data returns to a range of external agencies and to support audit and quality inspections (primarily College ILR).
- To ensure all ULN's/PLR's are up to date and valid for data returns as required.
- Assist with the internal spot checking of registers, learning agreements and other documentary evidence to support funding claims and to ensure the data is audit compliant.
- To keep an up to date knowledge of funding issues and ILR requirements in relation to apprenticeships and traineeships.
- To prepare for and participate in internal and external audits relating to learner records systems and data as directed by the Head of MIS
- Maintain the apprenticeship course file within the student records system.
- Liaise with the examinations team and Apprenticeship Administrators to ensure claims for Apprenticeship Framework/Standards certification are completed in a timely and accurate manner and comply fully with ACE regulations.

- Ensure all achievement data is entered accurately and is supported by appropriate evidence.
- Develop and maintain procedures for managing transfers, withdrawals and data cleansing processes and undertake monthly sampling and report generation for the Head of MIS (College Group).
- Produce monthly funding reports to monitor Apprenticeship and traineeship income from College subcontracted partners against profiles.
- Undertake monthly reconciliation and liaise with appropriate internal and external staff for invoicing purposes.
- Provide staff training on the student records system.
- To support the Head of MIS (College Group) and the team in preparation for funding and quality monitoring and audits.
- To provide monitoring reports, training and advice to College curriculum management teams to support and improve the quality of delivery.
- Carry out duties with due regard to the college's policies on equal opportunities, health and safety and continuously checking for quality assurance.
- Participate in appraisal and professional development as appropriate.
- Perform any other duties as may be reasonably requested by the Principal.

### **Key Relationships:**

The postholder will need to form effective and co-operative working relationships, in particular with:

- Head of MIS (College Group)
- MIS staff
- College management and Staff
- Any external agencies as appropriate

### **Personal Competencies (Accountable at Level (1) – please refer to Competency Framework):**

#### **Core Competencies**

- Valuing Equality and Diversity
- Working with People; Team Working, Communication
- Results Focus; Drive to Achieve Excellence, Technical Skills & Professionalism
- Focus on Delivery; Organisational Awareness, Customer/Student Focus
- Self Motivation; Adaptability & Flexibility, Accountability

### **Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake other mandatory training in addition to those listed below.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.

5. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
8. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
9. Adhere to all College Group Policies and procedures.
10. At all times seek to serve the best interests of the College Group.
11. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

**QUALIFICATIONS**

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Level 3 qualification relevant to post	✓	
To have achieved Maths and English up to level 2	✓	
Advanced IT skills up to at least level 3	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	

**KNOWLEDGE & EXPERIENCE**

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Experience of using a student records system such as EBS/Unit-e/PICS	✓	
Basic understanding of current UK funding methodology	✓	
Experience of post-14 education	✓	
Experience of at least three years in working on government data returns for post 16 funded learners	✓	
Interpersonal and communication skills of a high order which are applicable to a range of partners and of clients	✓	

**COMPETENCIES** *(Specific personal skills and behaviours required of the jobholder)*

**Please refer to Competency Framework and Job Description**

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1