

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

**MAIN COLLEGE LOCATION:** East Surrey College

**POST OUTLINE:**

The purpose of this role is to assist in the development and maintenance of the curriculum plan, manage the production of reports, assist in the management of the College MIS systems and undertake data analysis to meet the internal and external reporting requirements of the College.

**Post Reports To:** Head of MIS

**Key Accountabilities:**

- Deputise for the Head of MIS as appropriate
- Assist the Head of MIS in developing and maintaining a curriculum data model consistent with the internal and external reporting requirements of the College
- Assist the Head of MIS in planning, organising, developing, maintaining and administering MIS software systems and products
- Assist in the integration of college systems across all software products
- Liaise closely with IT Services and Tribal to maintain and develop the College MIS systems and ensure high system reliability
- Manage and review system user rights and provide training on agreed college systems and MIS processes
- Assist in the optimisation of College MIS Systems, including the design and customisation of screens
- Ensure the accurate and timely delivery of all required data returns (including Learner Responsive, Employer Responsive and Informal Adult Learning)
- Contribute to the preparation of information to meet the requirements of the College Corporation, external agencies, managers and staff
- Assist in the delivery and promotion of the MIS quality improvement plan and service level agreements and contribute to the self-assessment and performance review process
- Keep up to date with the latest regulatory requirements regarding SFA/EFA Rules & Regulations, Funding and Audit and cascade this to staff
- Advise Curriculum staff on Funding methodology and qualifications choices
- Line management of the student records staff, including undertaking staff appraisals, identifying staff development needs and contributing to the recruitment and induction process as required
- Ensure the effective administration and organisation of learner records amendments, data cleansing, timetabling and registers
- Ensure that administrative processes are robust, produce accurate and timely data, and meet external audit requirements, including the management of data from external partners
- Liaise with the other MIS staff to ensure effective reporting facilities are developed to identify problems with the data or supporting documentation
- Liaise closely with Employer Services to ensure timely and accurate data is recorded on employer responsive activity to optimise funding and success rates
- Maintain and support the e-register and timetabling systems

- Develop and maintain procedures for managing transfers, withdrawals and data cleansing processes
- Manage a pool of centrally held classrooms, meeting rooms and other spaces unallocated to a particular department, and develop procedures for timetabling those resources in accordance with agreed priorities
- Assist with the development of reports that provide meaningful information on timetabled activity including course GLH, staff utilisation and room utilisation
- Provide training to staff across College on the use of MIS systems to ensure data accuracy
- The post holder will on occasion be required to work evenings and weekends as agreed in advance with their line manager.
- Actively contribute to cross-college initiatives as part of the wider management group

## **Personal Competencies:**

### **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**

### **Management Competencies**

- Performance Management
- Resource Management

## **Key Relationships:**

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

- Head of MIS & reporting team
- Heads of Department, Programme Managers & Lecturing staff
- Client Services Team
- Exams and Register teams
- Senior Management Team

## **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 employees 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 employees are required to undertake mandatory Equality & Diversity Training.
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 Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. 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.
6. 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.
7. 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.
8. 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.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.

10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. 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.

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## PERSON SPECIFICATION

### MIS Data Manager

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 employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Degree / HND in a Business or IT related discipline		✓
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
Customer Service Level 2 (or willing to obtain)	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults (or willing to obtain)	✓	
European Computer Driving Licence (ECDL) 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 working in an educational environment	✓	
Extensive knowledge of Curriculum Management, Timetables, Registers, ILR generation and examinations	✓	
Advanced IT skills – including Outlook, Word, Excel and Access	✓	
Database Programming experience		✓
Experience in the generation and analysis of reports using IT/database systems	✓	
Experience of SQL and / or Oracle	✓	
Experience with the interpretation of complex rules and guidance	✓	
Experience of working with complex data from multiple sources	✓	
Experience of working with external partners		✓
Supervisory or staff management experience		✓
Knowledge of Learner & Employer Responsive Funding methodology and audit requirements		✓
Knowledge of Tribal and EBS or other educational MIS systems		✓
Ability to ensure accuracy and attention to detail	✓	

#### COMPETENCIES – refer to ESC Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	2
Working with People (Team Working, Communication)	2
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	2
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	2
Self Motivation (Adaptability & Flexibility, Accountability)	2
Performance Management	2
Resource Management	2

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