

Human Resources

Job Description

Position details:

Job Title:	Data Officer (Timetabling)
Department:	Management Information Services
Pay Scale:	11 - 13
Salary:	£16,947 - £17,926 per annum
Status:	Maternity Cover (Fixed Term: 6 months)
Working Hours:	37 hours per week

Overview of Job:

- To provide high quality and timely data processing.
- To use output reports for audit, optimisation and credibility checking ensuring accuracy and validity of data.
- To assist in validating ILR data files to an agreed schedule as directed by the Data Manager.
- To gain basic knowledge of funding methodologies.
- To work as part of the Management Information Team and provide data entry and front line enrolment support within front of house services at all College sites.
- To support the internal audit and data validation processes.
- Support College staff with the use of the Online Attendance system (CELCAT).
- Support the set-up of individual registers on the system linking register information from the Course Master File, timetables and student details from Unit-e.
- To work with College staff to produce accurate and workable timetables and maintain all aspects of timetable data using the timetabling system (CELCAT).
- Support the examinations team with achievement data processing when necessary.
- Manage timetable changes and assist with day to day requests and resource related issues.
- To support the finance function with the effective collection of fees and payments in accordance with the Fee Policy, including the collection of outstanding fees for pending learners on a timely basis.
- Responsibility for ensuring that receipting, banking and all cash handling tasks are completed to a high degree of accuracy and that all tills are reconciled and cashing up processes are adhered to.
- To support the process and administration of the Advanced Learner Loans.
- To work additional hours at necessary times to maintain the continuity of all College information systems.
- To comply with the mandatory requirement to work overtime or TOIL for main enrolment and evening duty thereafter as specified in the rota prepared by the Data Manager.
- No annual leave to be taken during the main enrolment period or during the month of September.

Key Responsibilities and Accountabilities:

- To ensure that all data is accurately completed, input and retained, in order to support the College's quality strategy.
- To provide professional and effective data management service using the College's central system by;
 - Providing a highly effective and efficient data processing service to all College customers
 - Supporting the delivery of a professional and responsive enrolment desk service
 - Working positively with all functional areas to process and validate data in a timely manner
 - Providing accurate and timely responses to data processing requests in order to meet internal and external deadlines

- To support the mission of Management Information Services. to deliver service excellence to our customers by;
 - Being committed to providing an excellent, professional and helpful customer service at all times
 - Being willing to change and adapt to changes in working practices
 - Being flexible in working arrangements across College sites
 - Prompt and efficient handling of all queries associated with learner records and its associated data
 - Informing the Management Team of problems as they arise and participate in the solving of these problems
 - Building excellent working relationships with internal customers to support curriculum delivery
 - Working proactively with your line manager and College teams to support developments and dissemination of management information
 - Supporting College staff in the use of central College system, reporting tools and being procedure compliance
 - Supporting Quality Evaluation Development (QED) and Data Validation and Performance Review (DVPR) processes.
- To ensure data credibility by;
 - Ensuring audit trails meet the needs of auditors, funders and College processes
 - Utilising output reports to validate, check completeness and accuracy of data.
 - Referring and complying with internal policies and procedures to support national funding and credibility rules.
- To support the research and recommendations proposed to improve ways of working by;
 - Supporting and re-evaluating related College processes and procedures to ensure fit for purpose and appropriate
 - Supporting staff development and sharing of best practice both internally and externally
 - Supporting innovation within the team.
- Any other duties reasonably required.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of learners, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	Acts consistently with College values.	Essential
	Gives support to others.	Essential
	Monitors and reviews progress of own work.	Essential
	Keeps appropriate records as required.	Essential
	Pays attention to detail.	Essential
	Meets deadlines.	Essential
	Interacts confidently with others.	Essential
	Undertakes occasional upgrading of skills through training and development.	Essential
	Receptive to new ideas.	Essential
	Thinks logically.	Essential
	Explains simple concepts and ideas clearly and fluently.	Essential
	Uses resources effectively and eliminates waste.	Essential
	Contributes to development of new ideas in team meetings.	Essential
	Willingness to learn from experience. Prepared to seek help and guidance when necessary.	Essential
	Positive and enthusiastic.	Essential
	Understands how their own role contributes to the bigger picture.	Essential
	Relates effectively with other team members and with customers/contacts in other teams.	Essential
	Is happy to change working methods when situation demands.	Essential
	Willingness to learn from experience including setbacks.	Essential
Experience	Experience of working within a College Information Services office.	Essential
	Experience of working within a College administration environment.	Essential
Skills and Abilities	Knowledge of the Sector funding methodologies	Desirable
	Knowledge of the Sector audit processes	Desirable
	Good interpersonal skills and able to work as part of a team	Essential
	Ability to work under pressure and to tight deadlines.	Essential
	Good time management.	Essential
	Good numeric and analytical skills.	Essential
	Strong communication skills.	Essential
Qualifications	GCSE grade A-C in English and Mathematics (or level 2 equivalent).	Essential