Human Resources
Job Description

Position details:

Job Title:	Junior System Administrator
Department:	Management Information Services
Reporting To:	Development Manager
Pay Scale:	Fixed Point – 14 - 16 (Dependant on experience)
Salary:	£18,432 – £19,495
Status:	Permanent
Working Hours:	37 hours per week

Overview of Job:

To play a key role in the maintenance of current MIS software and to assist in keeping the College's data robust, accurate and reliable.

Key Responsibilities and Accountabilities:

- To manage user accounts and user roles/permission across a number of different MIS systems.

- To notify the MIS Development Manager of any available product updates that need to be applied to the software.

- To assist in carrying out any software upgrades with the MIS Development Manager and internal IT Resource.

- Ensure that systems are available at all times during the working day.

- Assist with diagnosing any system errors that occur and communicating effectively with the internal stakeholder and the software suppliers in order to provide a timely solution.

- To help with the training of software to internal staff members where required.

- To support the Compliance Manager with any system queries they may have.

- Provide information and assistance as required to curriculum staff on administration procedures, the use of electronic forms, etc.

- To assist in the development of new reporting mechanisms and ensuring their accuracy and reliability through thorough testing procedures

- To contribute towards ensuring our data is complete, accurate and entered promptly.

- To disseminate information to staff throughout the College, and to improve their understanding of its meaning.

- To produce robust documentation on system processes.

- Any other duties as requested by management.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of students, 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 staff code of conduct

Attribute	Criteria	Essential / Desirable
Core Competences	Pays attention to detail and has a methodical approach.	Essential
	Ensures skills and knowledge are up to date through undertaking continuing professional development.	Essential
	Has a clear overview of problems, arguments and issues and understands related areas.	Essential
	Demonstrates significant perseverance and resilience to overcome problems.	Essential
	Creates effective channels of communication.	Essential
	Has a positive impact on groups and meetings.	Essential
	Considers the impact of decisions for people and the organisation.	Essential
	Establishes co-operative and effective working relationships with a range of people and organisations.	Essential
	Looks for opportunities to change working methods in order to make improvements and supports others in coping with changes.	Essential
	Shows determination to succeed.	Essential
Experience	Experience of developing, recording, communicating and reviewing database systems and procedures.	Desirable
	Experience of developing, preparing database reports.	Desirable
	Working knowledge of SFA/EFA and HEFCE funding bodies.	Desirable
Skills and Abilities	Excellent interpersonal/communication skills.	Essential
	Ability to work under pressure and to tight deadlines.	Essential
	Excellent ICT skills and knowledge of MIS products.	Essential
	Good time management.	Essential
	Good numeric and analytical skills.	Essential
	Strong communication skills.	Essential
	Strong organisational skills.	Essential
	Knowledge of the Sector funding methodologies.	Desirable
	Knowledge of the Sector audit processes.	Desirable
	Knowledge of Employer Responsive Delivery.	Desirable
	Good report writing ability and skills.	Desirable
Qualifications	GCSE Grade A - C in English and Maths (or Level 2 equivalents).	Essential
	Level 3 Qualification in IT or related subject (Software Development, Data Management, Database Development).	Essential