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**TITLE:** ILR Compliance Analyst

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**GRADE:** Scale 7

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**RESPONSIBLE TO:** ILR & HE Data Manager

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**PURPOSE OF JOB:**

To work as part of the ILR team to ensure the accurate and timely production of ILR returns for the New City College Group, ensuring effective audit controls are in place to validate all data.

To regularly run DSATs and Funding & Monitoring reports, working with the Student Data Team to ensure they are error free.

**MAIN TASKS AND RESPONSIBILITIES:**

**1. In common with all other staff:**

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on the grounds of the protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the college's Health and Safety Policy.
- 1.6 To contribute to the College's commitment to continuous improvement;

**2. In common with all other staff:**

- 2.1 To participate in College-wide projects and tasks;
- 2.2 To work in other support services areas to meet the specific needs of workload peaks;

- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

**3. Particular to the post:**

- 3.1 To regularly run ILRs for New City College Group using Pro Solution. Liaising with relevant staff in Customer Services, apprenticeships, HE, Student Data to ensure all data errors are corrected so that the ILR returns are accurate and error free.
- 3.2 To work with the MIS Analysts to ensure the accurate and timely submission of all ILRs and associated returns to the ESFA, the GLA and other agencies, for example MIDES and the OFS.
- 3.3 To correct systematic errors and address training issues with teams/staff around ILR compliance.
- 3.4 Participate in the enrolment process across the group and assist managers with oversight of data inputting and quality.
- 3.5 To be responsible for the management of the DSAT reports and FRM Reports, liaising with Customer Services, the Student Data team and the Apprenticeship team to ensure error free reports and to reduce any risk of audit
- 3.6 Maximise the funding and achievement rates on the ILR ensuring all funding rules are adhered to. Pro-actively suggesting improvements to the course file to improve income & achievement rates
- 3.7 To provide information and reports to staff in the College Group and externally as required.
- 3.8 To be actively involved in the creation of the annual course file
- 3.9 To work with managers and staff within the wider Information Services team to proactively suggest improvements to systems and processes to help drive up data quality and the departments service standards.
- 3.10 To work with staff within the wider Information Services team to help ensure the accurate and timely completion of tasks.
- 3.11 To use the MIS helpdesk to resolve requests from NCC Group staff in a timely manner.

**4. Person Specification:**

- 4.1 Significant experience using large complex databases, preferably in an educational setting
- 4.2 Experience running ILRs and using associated ESFA Funding Software and DSATs. The NCC Group uses Pro Solution

- 4.3 High level IT skills with the ability to analyse, manipulate and report on data using Excel, knowledge of SQL or Access reporting is desirable
- 4.4 Good understanding of funding methodologies and student eligibility together with the impact ILR fields have on income
- 4.5 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.6.1 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.
- 4.6.2 A high level understanding of Data Protection and the importance within this role

### **Additional Information**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.