TITLE: Data Quality Administrator

GRADE: Scale 6

RESPONSIBLE TO: Group Director Quality and Data

PURPOSE OF JOB:

- To assist with the production and processing of curriculum data, ensuring managers at all levels have access to information that informs quality improvement

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 grounds of all 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 as identified in the College's quality assurance systems.

1.7   To ensure that data is handled in line with the General Data Protection Regulations.

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 work with the Quality team to produce curriculum data reports which enable managers to monitor student progress.

3.2   To support the Quality team in auditing and monitoring of processes in the Quality cycle.

3.3   To work with the Quality team to capture learner voice and process the key findings into usable reports.

3.4   To support the Quality team in reporting on outcomes for Learning Walks.

3.5   To work with the Quality team to ensure External Verification outcomes are reported on and actions monitored.

3.6   To produce data reports in formats that are easy to use and understand.

3.7   To work with the Quality team to help ensure the accurate and timely completion of tasks.

4.   Person Specification:

4.1   Experience of Administration in an educational setting

4.2   High level of accuracy and a good attention to detail

4.3   A good understanding of administration processes relating to students and achievement data

4.4   Good IT skills

4.5   Experience of working as a member of a team and evidence of the ability to work effectively with colleagues

4.6   An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.

4.7 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.