
TITLE: Data & Compliance Manager

GRADE: Scale 10

RESPONSIBLE TO: Group Executive Director – Apprenticeships & Business Development

PURPOSE OF JOB:

- Manage and be responsible for the end to end student and employer data, documentation, tracking, monitoring and reporting for the Apprenticeships & Business Development directorate in line with funding rules. Lead and delegation of enrolment, processing and tracking of day to day work tasks for apprenticeships, AEB (direct and subcontracted) including the 16-18 study programme subcontracting and achievements.
- To be responsible for the new starts and enrolments for Apprenticeships, AEB (employability, distance learning, National Skills Fund and subcontracting) and full cost recovery. Ensuring accurate and timely data is recorded onto the college's Student records system (ProSolution) to support ESFA Funding rules and Regulations.
- To be responsible for and liaise with others cross college teams with regards to Digital Apprenticeship Service (DAS), co-investments, ILR errors, invoicing, achievements and DSAT.
- To be responsible for line managing members of staff, carrying out appraisals, 1:1s and planning continuous professional development (CPD).

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 Managing Strategy:

- 3.11 As part of the Apprenticeship & Business Development management team, to contribute to the overall strategic development of the department.
- 3.12 To lead the development of strategies, processes and procedures for all data, information and audit requirements across the directorate.
- 3.13 To liaise and work closely with the college's MIS, finance, exams customer services teams to ensure timely data input, accuracy and integrity.
- 3.14 To lead on and produce weekly, monthly reports on income, achievements and data compliance.
- 3.15 To engage with internal and external stakeholders and funding bodies to ensure the sustainability and integrity of data and funding.

3.2 Managing Operations:

- 3.21 To be responsible for the directorates policies, procedures, documentation and processes relating to funding and audit requirements.
- 3.22 To contribute on all quality data management and manage progress checks and audits across the college
- 3.23 Contribute to the management of electronic student tracking systems.
- 3.24 To support the management of the College complaints procedures and provide reports to the Head of Apprenticeships Quality and Compliance
- 3.25 To support Curriculum Directors in the development of new Curriculum ensuring it is compliant with funding rules and data requirements.

3.3 Managing People:

- 3.31 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 3.32 To ensure that all new staff in the Business Development area are given appropriate induction in accordance with College policy.
- 3.33 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 3.34 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches.

3.4 Managing Information:

- 3.41 To lead on the monitoring, interpretation and active use of performance data for their cross campus curriculum areas, in relation to attendance, retention, and achievement within the Business Development area
- 3.42 To promote internal cross campus communication through:
- 3.43 Ensuring that staff and students are well informed.
- 3.44 Convening meetings that are participative and focussed and where outcomes are followed through.
- 3.45 Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.
- 3.46 To be responsible for the accuracy, timeliness, interpretation and use of data to inform the wider NCC curriculum teams

- 3.47 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Group Executive Director – Apprenticeships & Business Development.

4. Person Specification:

- 4.1 To have knowledge and understanding of Apprenticeship & AEB funding rules and regulations and to ensure you have an up to date understanding.
- 4.2 To have an understanding of using Student Record Systems, processes and audit.
- 4.3 An understanding of the key actions likely to be needed to raise improvements with regards to tracking and monitoring of individual learners studying with the Business Development area of the college
- 4.4 To be able to travel when requested to other NCC campuses.
- 4.5 To have an understanding or be willing to learn how good performance data should improve standards in teaching, learning and assessment leading to achievements
- 4.6 Very high levels of oral and written communication, negotiation, influencing, problem-solving and presentation skills, using a variety of media;
- 4.7 Good organisation skills, including time management, progress chasing, project management and the ability to consistently meet deadlines;
- 4.8 Experience of line managing staff;
- 4.9 The ability to see issues from management, staff and student perspectives, with a good sense of judgement;
- 4.10 The ability to work successfully within a team and target-setting culture;
- 4.11 The ability to think independently, innovatively, contribute to the development of strategy and pay attention to detail;
- 4.12 Good levels of personal IT use and a willingness to enhance these skills;
- 4.13 An understanding of, and commitment to, the College's equal opportunities policy and practical ideas for its implementation through the scope of the post.

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.

