**THE TRAFFORD COLLEGE GROUP**

**JOB DESCRIPTION**

**JOB TITLE:** MIS Manager

**REPORTS TO:** Director ofMIS

**RESPONSIBLE FOR:** Direct and indirect management of the MIS and Funding functions circa 5 people

**AREA:** MIS

**SALARY:** Competitive

**Our Purpose and Vision**

***Unlocking potential, fostering success***

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

**Our Values**

**Bold**

Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

**Ambitious**

Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

**Respect**

Appreciate your own strengths while demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

**Collaborate and Teamwork**

Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

**Professional**

Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

Reporting to the MIS Director, this role is a key lynchpin in the MIS team. The role is responsible for the direct and in-direct line management of the team and acts as deputy to the Director on occasion. The role enables the team to deliver excellence in both compliance and service through excellent people management. The role also has responsibility for the development of MIS reports, systems and processes, and identification of opportunities to improve the availability of data across the College Group. The role directs resources and focuses efforts of the team subject to the needs of internal clients, external partners and a changing regulatory environment.

**Key Accountabilities:**

* Ensuring that MIS systems are utilised effectively throughout the learner journey from enrolment, timetabling to examinations
* Optimisation of income generation for the college
* Development of data reports and dashboards to ensure information is available in a way that meets the requirements of the service users
* Enabling MIS team to deliver service excellence
* Development of MIS systems through our systems development team
* Responsible for compliance to all internal and external regulatory requirements including monthly returns of student records, accurate learner records
* Ensuring we are Ofsted ready at all times
* Driving growth of the college by fostering great relationships with our partners especially those of key strategic priority for example, employers of apprenticeships, examinations boards etc.
* Reporting to leadership of the group to facilitate decision making and successful development and delivery of the Group’s strategic plan and budget
* Performance management, coaching, mentoring and development of the MIS team

**Equality and Diversity:**

* It is the responsibility of the post holder to promote equality and diversity throughout the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety**

* To promote health, safety and welfare throughout the College.
* To undertake their duties and responsibilities in full accordance with the College’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults**

* It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
* The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. Dealing with learner issues i.e. safeguarding and referring on to specialist staff.
* This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
* If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification – MIS Systems Development & Funding Manager**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** | | |
| Able to demonstrate consistent behaviours that reflect the college values |  |  |
| **Qualifications** | | |
| Leadership and management or a relevant professional qualification | ✓ |  |
| **Experience** | | |
| Experience of analysing data |  |  |
| Evidence of providing management information on a timely basis |  |  |
| Experience in a regulated environment |  |  |
| Technical working knowledge of Management Information Systems |  |  |
| Experience of student record systems |  |  |
| Recent experience within the FE sector |  |  |
| Application of FE funding formula and methodology |  |  |
| ILR generation, LIS and DSAT software |  |  |
| Advising staff on funding implications |  |  |
| Managing/supervising staff | ✓ |  |
| Dealing with internal and external auditors |  | ✓ |
| **Skills** |  |  |
| Understanding of database concepts and management | ✓ |  |
| Working knowledge of the Data Protection Act, GDPR and Freedom of Information Act |  |  |
| Strong IT skills/flair in the use of technology and appreciation of its application to transform business processes |  |  |
| Highly proficient in the use of Access, Excel, report writing and SQL skills |  |  |
| Working knowledge of funding audit practice |  |  |
| Excellent organisational ability |  |  |
| Ability to interpret and analyse data and apply complex regulations and guidance |  |  |
| Ability to work under pressure |  |  |
| Excellent interpersonal skills |  |  |
| Ability to relate easily to internal and external customers |  |  |
| High standard of written and oral communication |  |  |