



Job Title: Assistant MIS Manager (ILR and Compliance)

Responsible to: MIS Manager

1. Job purpose

Working closely with the MIS Manager, the Assistant MIS Manager (ILR and Compliance) will lead the College's internal audit and compliance programme, coordinate the submission and validation of the ILR, provide technical guidance to the MIS team and deputise for the MIS Manager as required. The postholder will ensure that learner data is accurate, complete and compliant with funding guidance through effective validation, audit and quality assurance processes.

2. Key Responsibilities

- Lead the operational management of the College's Individualised Learner Record (ILR), ensuring timely, accurate and compliant funding returns
- Contribute to the implementation and delivery of the College's internal audit and compliance programme
- Provide technical guidance and specialist advice to the MIS team on funding guidance, learner records and data quality
- Coordinate the resolution of complex learner record, funding and compliance issues
- Monitor and report on funding compliance risks, data quality and audit outcomes, making recommendations for improvement
- Develop and maintain effective working relationships with curriculum and support areas to promote high standards of learner record accuracy
- Deputise for the MIS Manager, ensuring continuity of operational leadership across the MIS function

3. Specific Responsibilities

- Operational responsibility for the College's ILR, ensuring timely, accurate and compliant submissions
- Lead the review and resolution of ILR validation errors, funding reports and data quality issues.
- Contribute to the production and review of PDSAT, FIS, FRM and other funding validation reports.
- Ensure learner records comply with DfE, GMCA, OfS and other funding body requirements where applicable
- Maintain expert knowledge of funding guidance, ILR specifications and associated documentation
- Coordinate and maintain the College's internal learner record audit and compliance programme
- Allocate audit activities to MIS Co-ordinators, ensuring appropriate coverage across all funding streams and curriculum areas
- Identify recurring themes, risks and process weaknesses, recommending improvements to systems and procedures

- Support MIS Co-ordinators with complex learner record queries and funding decisions.
- Develop and maintain standard operating procedures, guidance notes and quality standards

4. General Duties

- To perform such duties as required by your line manager and other senior colleagues, commensurate with the grade of the post.
- Promote the College aims, values and standards.
- Work with all managers and staff to create an ethos of customer service.
- To undertake appropriate individual continuing professional development.
- To carry out duties and responsibilities in accordance with all relevant statutory obligations and current College policies, procedures and regulations.
- Have responsibility for promoting and safeguarding the welfare of children and young persons that you come into contact with.
- To participate in the enrolment process as required, recognising that this may require a variation to the normal working week.

5. Budget Responsibility

The post holder is not a budget holder under the College's accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College's appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.



9. Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
- It's my responsibility
- Work together
- Act with integrity
- Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

- Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Assistant MIS Manager (ILR and Compliance) – Person Specification

	Essential	Desirable	How
Qualifications & Training	- Level 3 in Customer Service/Administration or willing to work towards, or relevant experience of working in an FE MIS team - Level 2 or equivalent in Maths and English	IT qualification	Application Form
Specialist Knowledge	Knowledge of the Further Education Sector, including DfE and GMCA funding rules - Knowledge of student records and curriculum related administration processes - Systems and administration processes		Application Form / Interview
Experience	- Significant experience working within MIS and Student Records - Track record of maintaining compliance with regulations and / or funding guidance - Detailed knowledge of Individualised Learner Record Submission, including use of PDSAT, to ensure accuracy and completeness of returned information - Experience of preparing information for, and resolving queries within internal and / or external audits	Experience of developing team members' skills and knowledge	Application Form / Interview
Skills and Attributes	- Excellent planning and organisational skills - Excellent attention to detail - Ability to work as part of a team - Good written, oral and numeracy skills - Orderly and systematic approach to work to achieve high levels of accuracy - Ability to act diplomatically and with discretion, always maintaining confidentiality - IT literate with Office365 products	Ability to deal with difficult situations	Application Form / Interview

	Essential	Desirable	How
Other	- Willing to demonstrate commitment to the demands of the post through regular and punctual attendance. - Willing to work flexibly across sites if requested		References/ interview
Equal Opportunities	Willing to implement College Equal Opportunities Policies		To be assessed at interview
Safeguarding	Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with		To be assessed at interview