

JOB DESCRIPTION

TITLE: Timetabling & Data Quality

GRADE: Scale 7

RESPONSIBLE TO: Student Data Manager

PURPOSE OF JOB:

- To be responsible for the accurate and timely completion of timetables & registers for the Group, including in year amendments, exam rooming and adhoc requests.
- To be responsible for processing Offering and Student Change requests, advising curriculum staff on the eligibility of qualifications, funding and audit requirements

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 charter and 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 support 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 will require working in other locations/sites of the College.

3. Particular to the Post:

- 3.1 To work with the Student Data Manager to ensure the accurate and timely completion of all NCC Group timetables & registers.
- 3.2 To liaise with Curriculum staff to ensure effective timetabling and efficient use of resources. This will involve regular working at all NCC sites.
- 3.3 To process timetabling changes throughout the year including exam rooming, and adhoc room bookings, liaising with Estates staff as required regarding room set ups
- 3.4 In liaison with curriculum staff resolve register queries ensuring all students are appropriately enrolled.
- 3.5 To work closely with the ILR team to ensure that all ILR errors are cleared in a timely manner and that DSAT and FRM reports are error free
- 3.6 To have a good understanding of FE funding and eligibility, providing advice to curriculum staff as required on the eligibility of qualifications
- 3.7 To process Group Offering Change requests ensuring compliance with funding rules and Group policies, liaising with staff across the Group to ensure improved Quality and compliance.
- 3.8 To carry out internal audit checks during the year to ensure that all data is valid and the required evidence has been retained
- 3.9 To take responsibility for particular aspects of enrolment across the Group, including writing guides, supervising temporary staff and training staff
- 3.10 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 department service standards.
- 3.11 To work with staff within the wider Information Services team to help ensure the accurate and timely completion of tasks.
- 3.12 To use the MIS helpdesk to resolve requests from NCC Group staff in a timely manner.

4. Person Specification:

4.1 Experience of Student Administration

4.2 Significant experience of timetabling

4.3 Good understanding of funding methodologies and student eligibility together with the required audit evidence.

4.4 Good understanding of course structures and qualifications

4.5 Good IT skills with the ability to use Excel to manipulate and analyse data

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

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

4.8 A high level understanding of Data Protection and the importance within this role

Additional Information:

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

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.