

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Data Returns Assistant
<b>Job Ref No:</b>	REQ001046
<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	Full-time – 36.5 Hours
<b>T&amp;Cs:</b>	BS (Business Support)
<b>Scale:</b>	BS - D
<b>Salary:</b>	£20,857 - £22,776 per annum
<b>Location:</b>	South & City College Birmingham*
	* Postholders can be required to work at any College Centre
<b>Responsible to:</b>	Student Data Returns Co-Ordinator (DRC)
<b>DBS Check required:</b>	Enhanced DBS check/certificate required

### **Aims of Job/Job Purpose**

To help produce the college's main data returns and administer apprenticeships data. Supporting the data collection and audit processes, procedures, and requirements to meet all internal needs and external regulations.

### **Key Accountabilities and Responsibilities**

- To assist with the data administration of apprenticeships and support the MIS Student Data Returns Co-Ordinator in the administration and production of a clean ILR (Individualised Learner Record)
- To assist in the data quality process and production of accurate and timely data returns.
- To develop yourself to a proficient level of understanding in current funding methodology for each of the funding agencies and advise other staff appropriately where required
- Support the preparation and collation of evidence for internal and external audits.
- Assist in the development and production of credibility checks to confirm the quality of the information stored within the learner record system.

- To help with validation checks to ensure the external returns deadlines are met and data requirements adhere to data requirement standards for audit, inspection, and external funding agencies such as ESFA (Education Skills and Funding Agency), WMCA (West Midlands Combined Authority) and OfS (Office for Students).
- To assist in ensuring all relevant college staff have access to and are trained in the use of MIS systems and cross-college information as appropriate.
- To assist with staff development across the college.

### Other Duties and Responsibilities

- Complying with internal and external quality standards and contributing to the College's strategic aims
- Complying with and putting into operation college and division policies and procedures and health and safety regulations
- Supporting the protection and promotion of both staff and student welfare, particularly with regards to upholding the College's Equal Opportunities policy
- Maintaining confidentiality in relation to all College information. Duties which include the processing of any personal information of staff or students or any details about other educational services must comply with GDPR Legislation and not be divulged without authorisation
- Participating in the College's Appraisal schemes, such as ISAR (Individual Self-Assessment Reports), and undertaking any training, including CPD (Continuous Professional Development), as required
- Liaising with other MIS Staff to ensure an effective, consistent approach to the MIS function across the college
- Liaising with other departments to ensure an effective MIS service is delivered to the college

***The job description is intended as a guide to the role and not an exhaustive list of duties. The job description is subject to review and change according to the needs of the college.***

### PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
Knowledge of college funding methodologies and regulations.		✓	Application Form/Interview/ Test
Knowledge of the ILR specification.		✓	Application Form/Interview
Demonstrable administrative and organisational skills	✓		Application Form/Interview/ Test
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview
Excellent IT skills to include Microsoft Office packages and Management Information Systems	✓		Application Form/Interview/

			Test
Experience of working within a team	✓		Application Form/Interview/ Test
Experience of working in an educational establishment		✓	Application Form/Interview
Experience of EBS or alternative College Information System EBS		✓	Application Form/Interview
Experience of management or supervision o a small team		✓	Application Form/Interview
Demonstrable record of working flexibly including working outside the normal working week	✓		Interview
Demonstrable communication numeracy and Literacy.	✓		Application Form/Interview / Test
Demonstrable record of using own initiative and problem-solving skills	✓		Application Form/Interview/ Test
Experience of meeting customer needs and working to tight deadlines		✓	Application Form/Interview/Reference
A good attendance record*	✓		Interview/ References/ Occupational Health Medical

**It is an offence for anyone who is barred from working with children and or vulnerable adults to apply for this position. All posts are subject to an enhanced DBS check**