**JOB DESCRIPTION**

## **POST:** Performance Data Analyst/Service Support

**Responsible to:** You will be primarily accountable to the Head of MIS and Examinations

**Co-ordinates with:** Head of MIS and Examinations, MIS and Examiantion Teams, Heads of Department.

**Summary of Responsibilities:**

To assist with the continuing development and improvement of reporting capabilities which transforms data into knowledge, informing and supporting key judgements in strategic assessment and planning and to assist managers at all levels for the purposes of organisational and performance quality review. To continue to provide high quality customer services to all internal and external customers of the college.

**PRINCIPAL DUTIES:**

1. To assist with the preparation, timely delivery and future development of management information reporting, encompassing the use of strong quality assurance controls and consistency of presentation.
2. To develop a strong understanding and knowledge of the business core data to maximise the strength of data integrity central to the reporting function.
3. To assist in the routine maintenance of database systems, including data entry and data quality.
4. To maintain high levels of customer service responding to all stakeholder support queries; proactively working towards resolution for user issues or escalating to the next level of support where needed.
5. To assist with the accurate and timely production of all funding and associated returns.
6. To assist the Timetable Officer in the college timetable preparation.
7. To proactively manage your own workload whilst understanding the departmental priorities.
8. To show commitment to the college and its internal and external customers.
9. To maintain a professional working relationship with other members of staff, the common aim being the success of the college.
10. Any other appropriate task as may be required by the Head of MIS and Examinations.
11. Participate in enrolment and any other college activities as required.
12. Promote equality and diversity, college policies and the core values of the college

**Terms and Conditions**

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| **Salary** | Points 23-27 of the Sixth Form Colleges Pay Scale currently £19,094-£21,814 for full time all year. |
| **Working hours** | Will require attendance at College 36.25 hours per week (normally 8.30 am to 4.30 pm) You are expected to attend a limited number of meetings which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some occasional work in evenings and at weekends. |
| **Holidays** | The post carries an annual holiday entitlement of 22 days plus 8 days public holidays and efficiency days (to be used during the Christmas shutdown). Holidays are to be taken where possible during college holiday times. |
| **Pension Scheme** | You will be auto enrolled into the Local Government Pension Scheme |
| **Safeguarding** | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| **Payments** | Your salary will be paid on the last working day of each month by BACS transfer. |
| **Health** | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical. |
| **References** | Two references will be required on application; one must be your most recent employee. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. |
| **Probationary Period** | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |

*This Job Description is current at the date shown and may be amended from time to time after consultation.*

**April 2019**