



JOB DESCRIPTION

TITLE: Data Quality Administrator

GRADE: Support Scale 5

RESPONSIBLE TO: Student Data Manager

PURPOSE OF JOB: To assist with the accurate and timely collection and processing of student data, ensuring compliance with Group policies and funding rules. To work with the Student Data Manager to assist with all aspects of improving the quality of MIS Data

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 the grounds of the 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 health and safety policies and practices;
- 1.5 To contribute to the College's commitment to continuous improvement;
- 1.6 To implement and adhere to the College's safeguarding policies and procedures.

- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other 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 may/will require working in other campuses of the College.

3. Particular to the post:

- 3.1 To process Group Student Change requests, ensuring compliance with funding rules and Group policies, together with the retention of the appropriate audit evidence
- 3.2 Working with the Student Data Manager, 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, in particular National Insurance number errors and employability errors. Resolving queries by liaising with curriculum staff and students.
- 3.3 To be responsible for generating student ULNs and for updating the LRS with amendments together with resolving queries in liaison with students
- 3.4 To process enrolments from offsite provision including ESFA, HE and Apprenticeship learners
- 3.5 Working with the Student Data Manager, carry out internal audit checks during the year to ensure that all data is valid and the required evidence has been retained
- 3.6 Process Adhoc room bookings and enter timetables under the direction of the Student Data Manager or MIS Data Manager
- 3.7 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.

- 3.8 To work with staff within the wider Information Services team to help ensure the accurate and timely completion of tasks.
- 3.9 To use the MIS helpdesk to resolve requests from NCC Group staff in a timely manner.

4. Person Specification:

- 4.1 Experience of Administration in an educational setting
- 4.2 High level of accuracy and a good attention to detail
- 4.3 A good understanding of administration processes relating to students and the ILR
- 4.4 Good IT skills with experience of data entry and error correction
- 4.5 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.6 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.
- 4.7 A high level understanding of Data Protection and the importance within this role.

Additional Information

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.