

**1. JOB TITLE: Data Manager**

**2. SALARY: SP28-31**

**3. RELATIONSHIPS:**

- 3.1. Is responsible to Trust MIS Manager
- 3.2. Line Manage MIS Officers and Administrator
- 3.3. Will make and maintain positive productive, professional relationships with working colleagues, members of the College i.e. staff and students, and external suppliers.
- 3.4. Will support the work of colleagues.

**4. PURPOSE OF JOB:**

- 4.1. Manage and support the MIS team, to ensure effective and efficient delivery of MIS services.
- 4.2. Research and keep up to date with the latest regulations, procedure and deadlines laid down by external organisations such as ESFA, DfE and Ofsted. Maintain a detailed and up to date knowledge of funding rules.
- 4.3. Ensure the accurate input and monitoring of student and course data including live enrolment, attendance and success rates to ensure the efficient and high-quality administration of the College's MIS system.
- 4.4. Liaise with the Trust MIS Manager and Development Team to design and maintain reports to ensure data accuracy and compliance using both internally produced and externally available reporting tools.
- 4.5. Ensure that all data and funding claims are quality checked, compliant and inputted/submitted within a timely manner whilst also meeting internal and external stakeholder needs.
- 4.6. Act as the primary liaison with internal and external agencies in relation to data and funding, including but not limited to the ESFA and DfE.
- 4.7. Liaise with the Trust MIS Manager and College Senior Management Team to report and present statistical data to aid monitoring and decision making, highlighting any funding risk and errors.
- 4.8. Support the Apprenticeship team with guidance to complete compliance documentation correctly
- 4.9. Lead on routine audits (both internal and external)
- 4.10. Be the college's superuser for user access and administration across a range of educational portals
- 4.11. To take responsibility for safeguarding and promoting the welfare of all students

**5. KNOWLEDGE BASE. THE POST HOLDER WILL HAVE:**

- 5.1. Experience of working within a Data Management environment.
- 5.2. Organisational skills and excellent attention to detail.
- 5.3. A good working knowledge of Microsoft Office including excel.

**6. PERFORMANCE REVIEW**

The post holder's performance will be reviewed annually as part of the College's Appraisal Scheme.

**7. CONDITIONS OF EMPLOYMENT**

- 7.1. The post is full time (37 hours per week), all year round.
- 7.2. The post holder will be entitled to 27 days holiday plus bank holidays and extra statutory days.
- 7.3. This job description may be re-negotiated at the request of either the post holder or the Principal.
- 7.4. The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of employment.