

Role Description

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| Role Title: MIS Officer | Pay Grade: GBP 18,354 – GBP 20,055 |
| Normal Place of Work: South Bristol Skills Academy | Line Manager: Assistant ILR and Funding Manager |
| Normal Working Hours: 37 | Responsible For: N/A |

ROLE PURPOSE

To provide a comprehensive management information service to Areas of Learning and Partner Providers in order to ensure timely, accurate and efficient data submissions.

PRINCIPAL ACCOUNTABILITIES

1. Ensure the validity of the data entered in the Data Management System is supported with the relevant required evidence (including but not exclusively fee remission evidence, PLR data, planned hours of study).
2. To support the Curriculum Planning process with Areas of Learning and / or Partner providers.
3. Create and maintain course information to ensure accurate course information is available.
4. Process all student enrolment data and associated documentation (e.g Learner Support applications) for subcontracted provision accurately and in a timely manner and in line with the contracted profile.
5. Supporting Learner Services on the enrolment process and providing ad-hoc training and/or updates when needed
6. Process change requests relating to student data / attendance as requested by Areas of Learning - including updating student data with withdraw information / completion data provided by partner providers
7. Produce accurate data using reporting systems, databases and spreadsheets as required
8. Maintain electronic and paper student records to a high standard and ensure audit requirements are adhered to - and all required paperwork is returned.
9. Working with the Contracts Officer, ensure you have an overview of progress against contract profiles and targets.
10. Carry out data validity checks to maximise funding and ensure accurate returns using tools supplied such as ProSolution, FIS outputs, DSAT and SCORE.
11. Ensure pro-active adherence to internal and external audit requirements across all funding streams (including Higher Education).
12. Assist in gathering and assessing information for SFA Funding Assurance Audits if / when required.
13. Undertake tasks that are required to support the successful delivery of the college's contracts e.g. gather documentation, compile information for due diligence returns.
14. Support processes to ensure a smooth, effective and efficient examination services to Areas of Learning as required / directed.
15. Provide invigilation support at times of peak workload (such as GCSE English / Maths days)
16. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
17. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
18. Work towards and support the College's vision and the objectives.
19. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
20. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
21. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
22. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
23. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.
24. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

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| <ul style="list-style-type: none"> ILR and Funding Team | Working collaboratively with all members in the team to ensure a smooth and effective experience for all those interacting with MIS. |
| <ul style="list-style-type: none"> Partnership Team | Working collaboratively with all members in the team to ensure a smooth and effective experience for all partnership providers. |
| <ul style="list-style-type: none"> Partnership Providers | To liaise with our partner providers as queries arise – ensuring a professional service is delivered. |
| <ul style="list-style-type: none"> Wider MIS and Finance team | Working with the wider team to provide a high-level of service to all provide a seamless support service. |
| <ul style="list-style-type: none"> Heads of Department / All Staff | Working closely to ensure course requirements are understood, funding information is disseminated and evidence related to funding is gathered and processed in a timely manner. |

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: integrity, respect, ambition and pride

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

| | Essential | Desirable | How assessed* |
|--|-----------|-----------|---------------|
| QUALIFICATIONS | | | |
| NVQ Level 2 related to duties of role or equivalent experience. | ✓ | | AF/Cert |
| GCSE English Language and Maths Grade 'C' or equivalent experience. | ✓ | | AF/Cert |
| KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT) | | | |
| Experience of working in a regulated environment. | ✓ | | AF/IV |
| Experience of large volume data entry. | ✓ | | AF/IV |
| Experience of working within a role related to the management and monitoring of data. | ✓ | | AF/IV |
| A good level of computer literacy. | ✓ | | AF/IV |
| Capable of understanding and working with large amounts of data via electronic systems. | ✓ | | AF/IV |
| Experience of working within the educational sector. | | ✓ | AF/IV |
| Experience of administration of FE curriculum data. | | ✓ | AF/IV |
| Experience of delivering presentations to small groups. | | ✓ | AF/IV |
| Basic understanding of education funding methodologies and rules (for example, 16-19 funding rules) | ✓ | | AF/IV |
| Good understanding of how funding works within the FE environment. | | ✓ | AF/IV |
| SKILLS AND ABILITIES | | | |
| Ability to follow regulations and to understand the importance of regulatory framework | ✓ | | AF/IV |
| Able to apply a high level of attention to detail and exceptional organisational skills within a busy environment. | ✓ | | AF/AT/IV |
| Able to work ahead of deadlines | ✓ | | AF/IV |
| Able to pro-actively problem solve and provide positive solutions | ✓ | | AF/IV |
| Able to prioritise effectively and independently | ✓ | | AF/IV |
| Able to identify and deliver high levels of customer service | ✓ | | AF/IV |
| Able to utilise latest technology to make efficiencies with process | ✓ | | AF/IV |
| Able to work both confidently as part of a team and proactively as an individual. | ✓ | | AF/IV |
| Able to communicate effectively and professionally with all Staff. | ✓ | | IV |

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Date

27 November 2018