
Director of MIS, Funding & Compliance

External Vacancy

Post Ref: 6143 Full Time, 37 hours per week. Permanent. Attractive Salary and Benefits

Attractive benefits for this post include 35 days annual leave per year plus bank holidays, Relocation package, flexible hours (to be negotiated) and the opportunity to join the Teacher Pensions/Local Government Pension Scheme.

EPNE Group has an exciting opportunity for an experienced Director of MIS, Funding and Compliance to provide strategic leadership and vision to support transformation across the Group, with particular focus on the development of management information strategies.

With strong technical skills and in-depth knowledge of Funding Rules and Regulations, you will lead and manage the MIS, Funding & Compliance directorate, in supporting, facilitating and delivering improvements in business processes and services to students and staff.

You will provide expert knowledge, advice and guidance on all funding related issues to the Senior Leadership Teams, managers and staff, to support strategic, operational and curriculum planning decision making.

The Director of MIS, Funding & Compliance will also play a key role in the Group's audit activity, ensuring compliance with internal management frameworks and financial/funding regulations.

Applicants should demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack. Please note we will only accept Sunderland College application forms.

For informal enquiries, please contact Sara White or Julie Pace on 0191 511 6001.

All applications must be received by 12noon on Friday 04 October 2019

It is anticipated that interviews will take place during the week commencing 21 October 2019.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	Director of MIS, Funding & Compliance
Post Ref	6143
Reports to	Vice Principal – Finance & Resources
Department	MIS, Funding & Compliance
Spot Salary	Attractive Salary and Benefits
Contract	Full Time, Permanent
Location	Washington Campus

ROLE PURPOSE

- To provide strategic leadership in the development, implementation and maintenance of effective management information systems to meet the internal and external reporting requirements of the College.
- To maintain an in-depth knowledge of funding rules and approaches adopted within the sector and advise the Senior Leadership Team (SLT) on appropriate strategies to optimise funding opportunities and to support strategic, operational and curriculum planning decision making.
- To be responsible for the overall leadership and management of MIS, Funding & Compliance teams.
- To play a key role in supporting, facilitating and delivering improvements in business processes and services to students and staff.
- To set up, maintain and review highly complex data repositories, problem solve, develop strategies and solutions with senior leaders to enable effective use of data for organisational improvement.
- To play a key role in College audit activity ensuring compliance with internal management frameworks and financial/ funding regulations
- To represent the College at relevant external groups and on national/ regional committees and identify and adopt key developments in the field in respect of Management Information systems and best practice.

KEY ACCOUNTABILITIES

- Leadership and Management**
- Provide inspiring and motivating leadership to ensure that the College offers the highest quality service to its stakeholders.

- Provide expertise, direction and recommendations to the SLT on all aspects relating to funding and the development of effective information systems, ensuring that the College adopts strategies that enhance College's business operations and meets College policies and any relevant regulatory requirements now and in the future.
- Align MIS resources and staff with the strategic objectives of the college
- Take part in the ILT Strategy group and advise on the development and use of the College's core information systems and their integration with existing and future College systems to ensure a reliable information infrastructure and good return from investment.
- Produce and monitor an annual business plan and budget for the areas of responsibility and taking necessary action to ensure agreed objectives are met.
- Develop, implement and manage a system of accountability to ensure a customer focused ethos and culture for all areas of MIS, Funding and Compliance Services.
- Demonstrate day-to-day commitment to the College's core values and mission, leading by example. Encourage the commitment of staff and implementation of the College's policies, practices and procedures, including those relating Safeguarding and Health and Safety.
- Provide dynamic and effective line management to ensure continuous improvement to service delivery to stakeholders.
- Clearly articulate the standards and service levels required for the service and ensure that those standards are consistently achieved or exceeded.
- Ensure the delivery of excellent services and facilities, effectively using management information, data and performance indicators to further enhance service levels.
- Develop the capacity and capability of the service through the effective deployment of resources, the effective use of existing and emerging technologies and systems, and the continual review of student and stakeholder feedback.
- Ensure that the staffing resources are deployed to achieve the most effective outputs, that expectations and objectives are clear and that there is a highly effective plan for development to meet Service needs.
- Take an operational lead on identifying process and systems requirement to enhance the Service and work with colleagues across the College to deliver such improvements.
- Engage key customers and stakeholders in the process of service development, placing students at the heart of all we do.
- Clearly articulate how the service will be developed in the future and ensure that there is clear alignment between College and service objectives and individual contributions.
- Provide clear, accurate and timely reports to the SLT, Management colleagues and partner agencies on matters relating to the responsibilities of the role.
- Manage self-assessment and development planning for the areas under the post holder's control. To contribute designated sections to the College's annual Self-Assessment Report.
- Formulate and Lead staff development programs in the use of College management information systems and in respect of funding and data analysis relevant to individual roles.

Management Information

- Promote, develop and implement systems and new technologies that ensure good access to high quality and relevant information for College managers that supports academic staff in the pursuit of outstanding teaching and learning.
- Ensure SLT and other managers have accurate, appropriate and timely management information to assist in raising standards and to support decision making processes, including the implementation and maintenance of a data dashboard for Governors and managers.
- Maintain close working relationships with relevant members of the College management including Faculty Directors, Student Services Director, IT & Innovation Director and other Directors.
- Liaising with external funding bodies as required.
- Strategic overview of the College's curriculum planning systems development.
- Working with the Deputy Principal, Faculty Directors and Finance, ensure high quality curriculum offer is effectively and efficiently planned, including setting students and contribution targets.
- Provide accurate and timely Key Performance Indicators (KPIs) and monitor the College's performance against funding contracts and KPIs, advising SLT of any issues.
- Develop, implement, maintain and review robust controls to support timely and accurate recording of data in support of funding returns.
- Be responsible for the submission of accurate and valid data returns, strictly adhering to the appropriate rules and regulations as prescribed by external funding agencies.
- Ensure all College staff understand and comply with funding body rules and regulations.
- Lead in the development and use of student records system to deliver effective and efficient solutions for enrolment and admissions that optimise the use of technology and provide a high-quality customer experience.
- Develop an effective MIS reporting calendar that supports College priorities, integrates with other College calendars (like Quality Calendar) and assists managers in preparing self-assessment report and performance reviews.
- Provide relevant support to the Student Registry & Data teams involved with data entry and validation.
- Establish processes by which strategic options are reviewed, debated and communicated effectively.
- Provide specialist knowledge and advice to the College Senior Leadership Team, curriculum staff and other employees such as within Registry & Data and Business Development.
- Lead and manage professional MIS, Funding and Compliance Teams to deliver a College wide service that continually demonstrates outstanding results and a commitment to achieving positive outcomes.

Resource Management

- Review and align MIS resources with business and strategic needs.
- Management of MIS projects and budgets within agreed limits ensuring value for money.
- Build strong and effective relationships with all stakeholders.

Measuring Performance

- Develop and implement appropriate monitoring and evaluation processes to ensure the continuous improvement and enhancement of the services provided by the MIS, Funding & Compliance Directorate.
- High levels of stakeholders' satisfaction with the quality, timeliness and accuracy with which information and advice is provided to SLT, managers, external agencies and colleagues.
- Demonstrate leadership in the planning, developing and implementing of effective corporate management information systems that support the business needs of the College and regulatory activities.
- Create strategic and operational data analysis systems to support in depth analysis of subject, student and curriculum performance; as part of the College self-evaluation process
- Oversee all data returns and the timely submission of ILRs to Funding Agency (like ESFA and OfS)
- Achievement of the directorate's targets.

GENERAL RESPONSIBILITIES

- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regards to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- Undertake such duties as may be reasonably required.

PERSON SPECIFICATION – Director of MIS, Funding & Compliance, Ref 6143	Essential	Desirable		ASSESSMENT METHOD			
				Certificate	Application Documents	Reference	Selection Process
Qualifications							
Educated to Degree Level or equivalent	✓			✓			
Evidence of continuous professional development	✓				✓		
Experience							
A track record of experience of directing and managing a college information service and providing complex and relevant statistical information to SLT, Governors and Funding bodies	✓				✓	✓	✓
Experience of successfully planning, managing and monitoring management information	✓				✓	✓	✓
Direct relevant experience of strategic and curriculum planning processes particularly in relation to the areas covered by this post	✓				✓	✓	✓
Experience of implementing systems to meet a variety of customer requirements	✓				✓	✓	✓
Achievement of measurable results in the delivery of support services to a diverse client group	✓				✓	✓	✓
A successful track record of managing and delivering change		✓			✓	✓	✓
Experience of leading and managing a successful team.	✓				✓	✓	✓
Experience of budget management	✓				✓	✓	✓
Skills and Understanding							
Ability to deliver MIS projects on time and on budget	✓				✓	✓	✓
A sound knowledge of the principles of Information Systems, including complex relational databases	✓				✓	✓	✓
Knowledge and use of Microsoft applications including Word, Excel, Access, SQL Server and SQL Reporting Services	✓				✓	✓	✓
Full understanding of the current funding audit requirements for all key funding streams	✓				✓	✓	✓
Knowledge and understanding of the FE and HE sector funding methodologies, including OfS and ESFA and associated funding streams	✓				✓	✓	✓
Ability to manage budgets and meet financial targets	✓				✓	✓	✓

PERSON SPECIFICATION – Director of MIS, Funding & Compliance, Ref 6143	Essential	Desirable		ASSESSMENT METHOD			
				Certificate	Application Documents	Reference	Selection Process
Ability to think strategically and to develop operational plans for the MIS, Funding & Compliance Directorate.	✓				✓	✓	✓
Attention to detail	✓				✓	✓	✓
Ability to analyse and solve problems					✓	✓	✓
High level of project management skills	✓				✓	✓	✓
High analytical and strategic thinking ability	✓				✓	✓	✓
Effective time management	✓				✓	✓	✓
Ability to present and discuss complex technical information in a way that establishes rapport, persuades others, and gains understanding and approval	✓				✓	✓	✓
Ability to delegate effectively and manage the performance of others	✓				✓	✓	✓
Ability to set clear targets and evaluate outcomes	✓				✓	✓	✓
Good presentational skills.	✓				✓	✓	✓
Good interpersonal skills.	✓				✓	✓	✓
Personal Attributes							
Ability to build an effective and high performing team	✓				✓	✓	✓
Results driven with a commitment to quality assurance	✓				✓	✓	✓
Building and managing positive working relationships	✓				✓	✓	✓
Ability to cope with a demanding workload	✓				✓	✓	✓
Suitable to work with children and young people	✓			✓Criminal records check via DBS	✓	✓	✓
The ability to communicate at all levels	✓				✓	✓	✓
To have flexibility and willing to try out new ideas	✓				✓	✓	✓
Tact and diplomacy	✓				✓	✓	✓
Well organised and self-motivated	✓				✓	✓	✓
Approachable, open and honest	✓				✓	✓	✓
Ability to work under pressure	✓				✓	✓	✓