

JOB DESCRIPTION - MIS Coordinator

PURPOSE OF THE JOB

The MIS Coordinator's main role will be to track and organise MIS department activities and work co-operatively as part of the wider MIS team as required to ensure that a timely and effective service is provided to the college and external agencies. The role also involves a small proportion of work relating to Trust data and reporting activities. The post holder will participate in any other duties which may reasonably be required from time to time.

ACCOUNTABILITIES

- Coordinate MIS/data and reporting activities to ensure key deadlines are met and an effective service delivered.
- To assist with the maintenance of the college's MIS data to ensure accuracy and availability of all student and curriculum data required for the efficient management of the College.
- To assist the MIS Manager with tasks associated with the migration / collection of data according to the specifications provided.
- To work flexibly to ensure time-critical activities are completed successfully at key points in the key such as results and enrolment. E.g. timetabling related work following enrolment requires weekend work.
- To conduct data-validation checks, including Individualised Learner Record (ILR) information, as required by College management.
- Under the guidance of the MIS Manager, to undertake the preparation, production and despatch of data returns required by external agencies such as ILR, Alps, Six Dimensions etc..
- Under the direction of the MIS Manager, to produce and distribute data sheets and management information as and when required.
- To proofread drafts and use tools to facilitate mass communications to parents, students and others e.g. Mailchimp and the MIS system.
- To create and run management reports requiring use of reporting software such as SQL Server Reporting Services and Microsoft PowerBI or reporting functionality provided in other systems.
- To deal with user queries as required, e.g. request for data/reports, liaising with staff / other stakeholders as required.
- To attend relevant internal and external meetings and training relevant to the role.
- To carry out other tasks from time to time as required by their manager.
- The post holder must ensure that College policies are applied at all times including the safeguarding, data protection and acceptable use policies.
- The post holder is required to ensure that they maintain their own health and safety, and support that of any colleagues, service users or visitors in their environment in accordance with organisational policies and procedures and the training they receive.

JOB BREADTH AND COMMUNICATION

- The post holder will report to the MIS Manager and work collaboratively with members of the team.

- The post holder will also be required to carry out Trust-related data collection and reporting activities and this will involve working with colleagues in the wider Trust.
- The post holder will undertake and engage positively with relevant training and personal development activities as required.
- This role will involve access to important data and services. The post holder will be expected to work to the highest levels of personal integrity and will be expected to adhere to and actively promote Acceptable Use Policies (AUP) and all other relevant Trust and Academy policies.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment which will occasionally require them to support student related activity outside of the MIS department.

GENERAL RESPONSIBILITIES

- Participate in training and team development activities, to update knowledge and skills.
- Make best use of technology, facilitating change to deliver new ways of working, which support the College's strategic objectives and core values.
- Demonstrate commitment and enthusiasm to promote the principle of equality, diversity and inclusion in employment and service delivery.
- To adhere to all college policies and procedures, especially those relating to child protection and safeguarding, students, health and safety, equality of opportunity and human resources, and the financial regulations and procedures.
- Take part in the College's staff appraisal and performance management cycles as appropriate.
- To undertake such other duties, commensurate with the post, which your managers, or other members of the executive leadership team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

ADDITIONAL INFORMATION

- Salary will be paid on the Sixth Form Colleges Association support staff pay scale, grades 15-21 (currently £27,189 – £32,921). The salary point is determined according to relevant experience and is pro rata for part-time employees.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

PERSON SPECIFICATION – MIS Coordinator

SPECIFICATION	ESSENTIAL	DESIRABLE
Knowledge/Qualifications	<ul style="list-style-type: none"> Level 3 or above qualifications or equivalent relevant experience 	<ul style="list-style-type: none"> Possession of a higher academic or vendor qualification would be a distinct advantage
Relevant experience	<ul style="list-style-type: none"> Strong ability to use Microsoft Office / 365 applications, particularly Excel Experience of using MIS or related systems 	<ul style="list-style-type: none"> Experience in a similar role Experience of working in the education sector Experience in developing reports
Skills/Aptitudes	<ul style="list-style-type: none"> Strong communication skills both verbal and written Excellent organisational and administrative skills Excellent attention to detail and ability to plan Ability to work on own initiative in a proactive way and also a member of a team Ability to prioritise and organise workload Ability to acquire new skills quickly with evidence of transferable skills 	<ul style="list-style-type: none"> Knowledge of databases and querying data using SQL Use of SQL Server Reporting Services and/or PowerBI to author reports
Other requirements	<ul style="list-style-type: none"> Commitment to undergo further training and development as appropriate Willingness to undertake an Enhanced DBS Disclosure Understanding of the need for confidentiality and discretion. Willingness to contribute to MIS training course planning and delivery (e.g. in conjunction with rollout of new portal features) A desire to contribute to the development of the College/Trust as a whole 	<ul style="list-style-type: none"> Strong record of personal and professional development