

Job Description

Post title:	Head of MIS
Responsible to:	Vice Principal
Responsible for:	MIS Officer, Exams Officer
Salary:	AoC Scale Points 49 – 53 £53,089 – 59,738

Purpose of Job:

The Head of MIS is a member of the Executive Management Team and will support the Principal and the Governors by ensuring that the College processes and procedures for student data, funding and exams are robust and compliant with all applicable legislation, regulations and funding agency and awarding body rules and guidance.

The Head of MIS will lead and manage the Management Information Systems department to ensure that data and information required by funding agencies, examination boards and other stakeholders is accurately prepared, submitted and available on a timely basis.

The postholder is responsible for the production and analysis of management information on both quality performance and financial funding performance ensuring that it is accurate, timely and appropriate as a solid basis for planning and decision making.

The Head of MIS will develop and recommend strategies and implementation plans that will deliver the College's strategic objectives whilst maintaining the confidence of funding agencies.

Main Duties and Responsibilities:

Departmental Leadership

- To lead, manage and develop the MIS and Examinations team, embracing the highest professional standards and ensuring that staff are managed, trained and motivated to meet the objectives and priorities of the function and the College.
- To assume accountability for all aspects of the MIS Department and relevant cross college staff and non-staff budgets.

Student Records

- To maintain the central College student record system, ensuring that course and student data is held securely, with integrity, and meets all regulatory and statutory requirements.
- To ensure that the processes for the capture, validation and maintenance of student data, including assessment and collection of fees, are effective and efficient.
- To ensure, through regular ILR production and submission, that data and funding calculations

are robust and to report on them accordingly

- To manage data compliance checks to ensure that student data is complete and accurate and lead on internal and external learner number audit visits.
- To ensure the regular and timely production of reports to meet deadline dates for management reports, statistics and performance indicators for financial, funding and quality purposes.
- To ensure that all data and funding returns to funding agencies and other stakeholders are prepared, validated and submitted in accordance with published timelines.

Examinations

- To oversee the College's arrangements for registering students with Awarding Organisations.
- To ensure that all exam papers are stored, controlled and returned in accordance with applicable Awarding Organisation regulations. To ensure that all examinations are operated and invigilated in accordance with applicable Awarding Organisation regulations.

Curriculum Planning

- To develop processes for the planning and modelling of the College curriculum to ensure the structure and delivery of courses is fully compliant with funding rules and optimises funding income. To work with the Finance Director to use the curriculum planning data to inform budget setting and staffing requirements.
- To maintain a thorough understanding of ESFA and other funding agency rules and advise colleagues on their interpretation and implementation. To keep abreast of actual and proposed changes to funding rules, analysing their impact on the College and briefing management colleagues on a timely basis.

General Data Protection Requirement and Freedom of Information Act

- To act as the nominated Data Protection Officer for the College, maintaining a thorough understanding of GDPR and its application to the College. To act as the nominated lead officer for all matters under the Freedom of Information Act.
- To ensure that all staff are aware of their obligations and requirements for data protection
- To ensure that the College has robust policies and procedures to comply with data protection and freedom of information requirements, that staff are trained in the policies and procedures and that these processes are operating effectively.

MIS Software System

- To ensure that the student record system software is maintained up to date and access to it is appropriately controlled and reviewed. To liaise with the IT Manager to ensure that a regular schedule of backups of the student database is implemented.
- To work with the Finance Director to ensure the regular reconciliation of student record database and finance system records, especially related to the assessment and collection of fee income and follow up of outstanding debts.

Department Standards and Quality Improvement

- Through effective implementation and operation of the Performance Management Scheme throughout the MIS and Exams Department, to monitor and deliver annual incremental quality improvements in the Department.

- To ensure all MIS and Exams Department staff participate in continuous professional development as appropriate.

General

- To participate in the strategic management of the College as a member of the College's Executive Management Team.
- To work with colleagues to ensure that an appropriate Performance Management Framework is in place which measures and enables continued improvement of the College in all its activities.
- Undertake appropriate, continuing professional development. Attend relevant or internal meetings as required. Ensure that all activities undertaken are in line with the College's commitment to safeguard and promote the welfare of all.
- Promote by consistent example, both internally and externally, the philosophy, values and behaviours of the College. Carry out the duties of the post with due regard to the College's Equal Opportunities policies.
- As a member of the College Management Team, to undertake such other duties as may be reasonably required of the post holder by the Principal.
- Assist in carrying out the College's Health and Safety policies, practices and legislation and ensure compliance and that safe working practices are adopted at all times.
- Adhere to the College's positive commitment to inclusivity and equal opportunities for all users at all times. Carry out other duties commensurate with the post.

This list is not exhaustive, and is only an indication of responsibilities

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at August 2019 but is subject to change and development in line with the needs of the College

PERSON SPECIFICATION – Head of MIS

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable	Assessed by
	Qualifications			
1	An NVQ level 4 or equivalent in a relevant subject	✓		A
2	A leadership and management or relevant professional qualification		✓	A
3	Level 2 English and maths	✓		A
	Experience			A/I
4	Significant experience of managing data in an FE environment	✓		A/I & Test
5	Experience of handling data in Tribal EBS software		✓	A/I & Test
6	Comprehensive experience of manipulating and analysing large quantities of data	✓		A/I & Test
7	Substantial database report writing experience	✓		A / I
8	Experience of using ESFA software and websites including ILR generation, PDSAT and FRM reports	✓		
9	Experience of writing commentaries and reports for senior managers and Governors or equivalent		✓	A / I
10	Experience of dealing with internal and external auditors	✓		A / I
11	Effective management and development of staff under direct line management	✓		A / I
	Knowledge, Skills and Abilities			A / I
12	Ability to quickly and thoroughly analyse complex data and provide clear written interpretation of it	✓		A/I & Test
13	A methodical and logical approach to work with a keen attention to detail	✓		A / I
14	Good working knowledge of current ESFA funding rules	✓		A / I
15	Highly proficient in all Microsoft applications, especially manipulating data within Microsoft Access, Excel, Report Writer and with SQL.	✓		A / I
16	A good working knowledge of GDPR and Freedom of Information Act		✓	A / I
17	A good working knowledge of examination procedures		✓	A / I

	and Examination Board regulations.			
18	Ability to provide clear, concise advice and guidance to managers at all levels on a range of issues and in a range of formats, both written and in person.	✓		A/I & Test
19	Ability to manage cross college projects, acting on own initiative to set and meet deadlines with a results orientated approach	✓		A / I
20	Strong interpersonal and influencing skills which generate confidence, respect, credibility and trust	✓		A / I
21	Ability to build relationships and partnerships with a wide range of groups both inside and outside the College	✓		A / I
22	A strong commitment to equal opportunities in employment and in the delivery of education to the College's learners	✓		A / I



The Camden College

APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please download the application form from our website www.wmcollege.ac.uk. Once you have completed your application form, you can either email it back to recruitment@wmcollege.ac.uk or send it by post to:

Niona Kavuma
Working Men's College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date

Monday 23 September 2019 at 10.00am

Interviews

Interviews will be held on Tuesday 1 and Wednesday 2 October 2019. Candidates who are shortlisted for interview will be asked to perform some tests prior to the interviews.

Further information

To find out more about this role, please contact
Niona Kavuma (HR Officer) on: 020 7255 4728
or by email: nionak@wmcollege.ac.uk

EMPLOYEE BENEFITS PACKAGE

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Cycle to work scheme
- Employee Assistance Programme
- Death in service benefit insurance (providing 2 x salary cover)
- On-site café
- Family friendly HR policies