

BARNET AND SOUTHGATE COLLEGE JOB DESCRIPTION

JOB TITLE: Data Support Officer

POST REFERENCE: DATA-SUPP01

SALARY GRADE: Support Scale 5

HOURS: 36 hours per week 52 weeks per year

PRIMARY LOCATION: Southgate. Can be required to work at other sites.

PURPOSE OF POST:

To ensure the College Student Records System's data is a full and complete record of the College's learning programs, updated in timely accordance with MIS and College curriculum-area business cycles.

To assume responsibility for MIS data-liaison with designated curriculum areas and to maintain, update and correct student records in liaison with the Funding and Data Coordinator

To support the maintenance and preparation of the College Course File ensuring that base curriculum data is accurate.

To support curriculum areas with timetabling and management of registers ensuring that learner's attendance is recorded accurately.

RESPONSIBLE TO: Funding and Data Coordinator

Main Duties

1. To be responsible for monitoring designated curriculum-area data-cohorts with reference to the College Course File and curriculum-area and MIS business cycles.
2. To support the Funding and Data Coordinator in their maintenance of the College Course File and overview of the College timetable, achieving timely due record updates, timetabling and Course File amendments including learner-cohort recruitment figures, GLH adjustments, and learning-aim changes.

3. To be responsible for updating and maintaining student records including withdrawals, transfers, learning aim changes, error correction and other data changes in accordance with MIS and College policy.
4. To be responsible for preparing refund claims in accordance with the college fees policy.
5. To contribute to and assist in regular reviews of the accuracy, efficiency and credibility of all student and course data.
6. To support the validation of ILRs and data returns work by investigating, exploring, and helping resolve data-issues with curriculum-area contacts.
7. To maintain regular contact with curriculum area contacts to build, maintain and support the relationship between MIS and curriculum areas at the level of detailed data-accuracy and quality support.
8. To ensure documentation and data is accurate, timely and fully audit compliant across all funding streams. Collating evidence for ILR (Individualised Learner Record) related audit.
9. Ensuring that timetables and registers are accurately marked and up to date.
10. To undertake college wide activities as required e.g. open days, enrolment etc.

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.

Person Specification

Data Quality Support Officer

(G) = Generic – Respond to this criteria on part C of the application form only

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T-Test
Qualifications	NVQ Level 3 or equivalent experience and the willingness to undertake the Level 3 qualification		A
	Level 2 or equivalent qualifications in Mathematics and English Language		A
Experience	Significant experience of large databases		A/I/T
	Administrative experience		A/I
		Experience of complex Student Record Systems	A/I
		Experience of ILR submissions, DSATs, Performance Reports, and Funding-Value analysis.	A/I
Knowledge & Skills	Attention to detail and accuracy (G)		A/I/T
	Ability to manage and prioritise own workload to ensure deadlines are met (G)		A/I/T
	Experience of MS Excel and MS Access		A/I/T
	Ability to work effectively as a member of a team and autonomously as required (G)		A/I
	Effective written and verbal communication skills at all levels		A/I
	Experience of interpreting and analysing data requirements to produce accurate report packs		A/I
	Demonstrable experience of identifying, investigating and exploring data errors and resolving these in liaison with relevant colleagues		A/I/T
	Ability to work effectively with customers to ensure provision of accurate and timely data is available within the database		A/I
	Knowledge of internal data requirements to support curriculum areas		A/I
Personal Attributes	Evidence of commitment to own continuous professional development (please give information about your CPD during the past 2 years) (G)		A
	Able to uphold and behave in accordance with the College's core values. (The newly agreed College values are – Learner at the Centre, Continuous learning and improving,		A

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T-Test
	equality and inclusiveness, team working, professionalism and challenging the norm) (G)		
	A professional and flexible approach to work		A
	Commitment to promoting equality and diversity in what we do (G)		A
	Ability and willingness to travel and work at all main College campuses (G)		A
	Ability and willingness to participate in cross college activities e.g. enrolment, open days (G)		A