



MIS Resources Officer

Job Description

Area	: Management Information Systems (MIS)
Salary	: £23,492- £25,205 (<i>per annum</i>)
Hours of Work <i>(Full-time/Part-time)</i>	: 37
Line Manager	: MIS Manager
Responsibility for	<ul style="list-style-type: none">: Processing and maintaining accurate learner data and records;: Set up and maintain the college programme on the Management Information System;: Monitor the delivery hours of each programme against planned delivery hours to ensure correct hours are delivered;: Preparing data and reports for monitoring funding and statistical returns to external bodies; and: Preparing and monitoring timetables.

Main Purpose of Job:

To provide an excellent MIS service in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

The post-holder will be a member of the MIS Department.

Key Duties and Responsibilities:

- (1) Set up and maintain the college programme on the Management Information System to comply with data structures, related funding streams and economic viability.
- (2) Maintain accurate learner records according to college requirements in relation to funding and audit.
- (3) Monitor the structure of timetable data to ensure it meets agreed College protocols and optimises room utilisation.
- (4) Input, update and maintain timetable and register data as required.

- (5) To assist in data quality checks to improve data quality and optimise funding using internal and external software. To support internal and external audits.
- (6) Ensure agreed controls and evidence is in place to meet audit, inspection and data credibility requirements.
- (7) Support the effective production of regular ILR submissions and prepare data sources to deadlines.
- (8) Report issues with data integrity to the MIS Manager.
- (9) Develop and maintain knowledge of funding systems that are relevant to the role.
- (10) Oversee the shared mailboxes to ensure that enquires are actioned in a timely manner; including assessing which enquiries are relevant to each department.
- (11) Ensure prompt responses to enquiries and queries including course start dates, venues etc.
- (12) Support internal communications.
- (13) Contribute to the enrolment activity.
- (14) Follow all agreed Quality Assurance Systems and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
- (15) Provide appropriate communication in the event of emergency evacuation of the College buildings, as laid down in the College's Health & Safety Policy.
- (16) Assist with learner recruitment, including support at Open and Interview Evenings.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (4) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (5) To actively contribute to the risk management of the College.
- (6) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (7) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (8) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (9) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

MIS Resources Officer

Person Specification



Cheshire College
South & West

	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
Education and Qualifications						
<u>Essential</u>						
• GCSE Grade C (4/5) in English and Maths or equivalent	✓				✓	
• Evidence of relevant continuous professional development	✓		✓			
• IT qualification (<i>or willingness to work towards</i>)	✓		✓		✓	
Skills and Experience						
<u>Essential</u>						
• Experience of working and communicating effectively with people	✓		✓			
• Understanding of the implications of data accuracy and the ability to resolve issues	✓		✓			
• Ability to develop relationships with learners, staff and parent/carers	✓		✓			✓
• Ability to work effectively with a wider staff team	✓		✓			✓
• Ability to carry out and supervise administrative duties effectively	✓		✓			
• Understanding of equality, diversity and inclusion in working and learning environments	✓		✓			
• Ability to promote learning and opportunity for all	✓		✓			
• Excellent digital literacy skills	✓		✓			
<u>Desirable</u>						
• Experience of working in an educational establishment	✓		✓			
• Ability to develop and maintain professional relationships with external agencies	✓		✓			
• Experience of timetabling and / or audit	✓		✓			
• Knowledge of FE Funding streams	✓		✓			
• Experience of data input using large database applications, e.g., Prosolution	✓		✓			
Personal Attributes						

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

<u>Essential</u>						
• Excellent interpersonal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions	✓		✓			✓
• To demonstrate an excellent approach to customer service including dealing promptly with internal and external customers and enquiries in an efficient, courteous and welcoming manner	✓		✓			✓
• Excellent team-working skills	✓		✓			✓
• Ability to communicate clearly and concisely both in verbal and written form and to be able to present information accurately	✓		✓			✓
• Ability to prioritise, work under pressure and to meet deadlines	✓		✓			
Other requirements for employment/engagement						
<u>Essential</u>						
• Enhanced DBS check						

Updated: Apr25