



## MIS Resources Officer Job Description

<b>Area</b>	: <b>Management Information Systems (MIS)</b>
<b>Salary</b>	: <b>£21,179 - £23,667 (per annum)</b>
<b>Hours of Work</b> (Full-time/Part-time)	: <b>37</b>
<b>Line Manager</b>	: <b>MIS Manager</b>
<b>Responsibility for</b>	: 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

Assessment Method					
Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References

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

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 (or willingness to work towards)	✓	✓		✓	
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					

<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	✓		✓			
<b>Other requirements for employment/engagement</b>						
<u>Essential</u>						
• Enhanced DBS check						

Updated: May 2023