

MIS Data Reporting Apprentice



Job Description

Area	: Information & Planning
Salary	: £23,492 - £25,205
Hours of Work <i>(Full-time/Part-time)</i>	: 37 hours per week
Fixed Term	: Up to 4 years (in line with apprenticeship)
Line Manager	: MIS Analyst Developer
Responsibility for	: To deliver quality data services in a way that efficiently supports the work of the Planning and Information Directorate and : To support the wider MIS and Exams departments

Main Purpose of Job:

To provide an excellent service in order to ensure that the provision and services it provides:

- 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 provide 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 Team. They will provide support to the MIS Department to ensure an excellent service.

Key Duties and Responsibilities:

1. Provide a first point of contact for department support queries.
2. Assist in the testing and maintenance of the College's reporting systems to ensure up to date information is available.
3. Maintain a sound knowledge of the department's procedures and processes.
4. To develop expert knowledge for the entire range of software packages and tools connected to the work of Information Systems (e.g. Pro Solution, Pro Monitor , Data dashboards, SQL).
5. Undertake specific projects and deliver solutions within agreed timescales.
6. To assist in data quality checks to improve data quality and optimise funding using internal and external software.

7. Develop, maintain & update dashboards and MIS reporting solutions, while looking at existing reporting systems and how they can be improved and automated.
8. Produce reports to analyse management information to identify trends and eradicate data errors.
9. Ensure that the processing and storage of data is compliant with Data Protection legislation.
10. Assist in developing and maintaining detailed documentation.
11. To support the effective production of regular ILR submissions and prepare data sources to deadline.
12. Support the delivery of in-house training to users of the department's services.
13. To carry out any other duties which may arise which are commensurate with the post and conditions of service.
14. Other reasonable duties within the job holder's capabilities.

Generic Duties and Responsibilities:

- (1) Promote a culture of innovation, excellence and equality.
- (2) Reflect the vision, mission and values of the College.
- (3) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (4) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (5) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (6) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work. Evening or weekend working may be a requirement of the role; suitable notice will be provided of such a requirement.
- (7) 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 Reporting Apprentice Person Specification

	Assessment Method				
	Application Form	Interview	Testing	Qualification	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation					
Education and Qualifications					
<u>Essential</u>					
• GCSE Grade 5 or above in English and Maths (<i>or equivalent</i>)	✓			✓	
• L3 qualifications in relevant subjects	✓			✓	
• Willingness to work towards a Degree Apprenticeship in Digital & Technology Solutions.	✓	✓			
<u>Desirable</u>					
• Evidence of other qualifications	✓	✓		✓	
• A minimum of A2 Grades BCC or BTEC extended diploma grades D*DD in relevant subjects	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Excellent mathematical and problem-solving skills	✓	✓	✓		
• Excellent organisational skills	✓	✓			✓
• Excellent time management	✓	✓			
• Excellent digital literacy skills (especially in MS Excel)	✓	✓	✓		✓
• The ability to maintain a high degree of accuracy		✓	✓		
• Experience of working and communicating effectively with people	✓	✓	✓		✓
• Excellent team worker	✓	✓			✓
• Accuracy and attention to detail	✓	✓	✓		✓
• Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to college</i>)	✓	✓			
• Flexible and responsive approach to working	✓	✓			
• Commitment to on-going professional development for self and others	✓			✓	
<u>Desirable</u>					
• Previous experience of programming	✓	✓			

•Experience of Database development (SQL)	✓	✓			
•Knowledge of SQL language and database architecture	✓	✓			
•An understanding of SQL Server	✓	✓			
Other Requirements for Employment					
<u>Essential</u>					
<ul style="list-style-type: none"> Enhanced DBS check 					