

## Job Description

<b>Job Title:</b>	<b>MIS, Compliance &amp; Funding Manager</b>	
<b>Grade:</b>	<b>NJC PO2</b>	
<b>Hours:</b>	<b>36 hours (1 FTE)</b>	
<b>Location:</b>	<b>Sutton centre</b>	
<b>Department:</b>	<b>Management Support Services</b>	
<b>Responsible to:</b>	<b>Director of Curriculum (DoC)</b>	
<b>Last updated:</b>	<b>June 2019</b>	<b>Last evaluated:</b>

### OVERALL PURPOSE OF JOB

To provide leadership and management of the Management Information System (MIS) and Exams teams. To ensure the delivery of timely, accurate and business critical management information and reporting. The post-holder will work closely with the College Senior Leadership Team (SLT) and cross College teams.

### MAIN DUTIES AND RESPONSIBILITIES

1. Provide clear day-to-day leadership in the development and delivery of the MIS, Planning and Funding, and Examinations functions in line with the standards and expectations required throughout the College.
2. Manage the continuous improvement of MIS and processes, ensuring all data is clean, valid and reliable in order to maintain outstanding performance.
3. Provide advice and guidance on data, funding and compliance issues at a strategic level.
4. Manage the submission of compliant ILRs to maximise all funding claims, in line with current funding regulations and meeting the relevant deadlines.
5. Analyse and produce performance reports on all data for the SLT / Governing Body / Curriculum Leaders and external quality organisations.
6. Provide staff training and support on funding and compliance requirements, data systems, and the effective use of learner data.
7. Provide assistance to the College in maximising and being compliant with any changes to funding rules and standards.
8. Maintain a high level of knowledge of funding and data regulations set by the awarding/funding organisations.
9. Consolidate and present regular funding reports to the SLT.

10. Ensure that performance data is timely, accurate, appropriate, sufficient, user-friendly, and used effectively by managers and that business objectives are met.
11. Be responsible for funding compliance across the service, including spot checks and audit of learner data.
12. Line management of the MIS and Exams teams including performance management, individual and team development in line with the College's Human Resources Policies and Procedures.
13. Work closely with Director of Curriculum and curriculum teams in preparation for the Self-Assessment and OFSTED.
14. Advise and steer curriculum planning to maximise success rates and income.

### **GENERAL DUTIES**

1. To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy.
2. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements.
3. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.
4. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.
5. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the department targets leading to the overall College strategic targets.
6. To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.

### **RESPONSIBILITY FOR RESOURCES:**

- MIS and Performance Management Systems
- Data
- Bank account signatory as outlined in Financial Regulations
- Authoritative signatory

### **RESPONSIBILITY FOR SUPERVISION / MANAGEMENT OF PEOPLE:**

- X3 Data Analysts
- Exams manager

**TO BE COMPLETED BY THE JOB HOLDER**

**I agree the above job description:**

Signature Job holder:		Date:	
Name of Job Holder:			

**TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:**

Signature Line Manager:		Date:	
Job title:			

This job description is subject to regular review / update as necessary.

### Person Specification

<b>Job Title:</b>	<b>MIS, Compliance &amp; Funding Manager</b>
Last Updated:	June 2019

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
<b>QUALIFICATIONS</b>			
Level 2 (GCSE or equivalent) qualifications in English & Mathematics	✓		A
Specialism in numerate subject e.g. mathematics or statistics.	✓		A / I
Higher level Degree or business management qualification.		✓	A / I
<b>EXPERIENCE</b>			
Experience of working in an educational environment or publicly funded providers	✓		A / I
Up-to-date, relevant and substantial experience of working strategically across Management Information Systems.	✓		A / I / T
Experience of managing and motivating staff	✓		A / I / T
Have experience of working with external quality organisations, such as Ofsted, Matrix, ESFA etc		✓	A / I
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
A working knowledge of data returns complying with funding regulations	✓		A / I / T
The ability to manage budgets and meet financial targets.	✓		A / I / T
Strong organizational skills with an ability to manage a varied workload and meet deadlines	✓		A / I / T
Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive, Pro-Achieve, ILR and management information systems	✓		I / T
Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences	✓		A / I / T
Experience of using SQL, Report Generator. Experience of UNIT-e		✓	A / I / T
Data analyse skills to help with reporting, monitoring and reviewing large volumes of information.	✓		T
<b>PERSONAL / OTHER QUALITIES</b>			
Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality & diversity in line with the College PRIDE values	✓		A / I

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>HOW ASSESSED</i>
Can demonstrate a commitment to safeguarding and PREVENT duty	✓		A / I
Commitment to own learning and development, with evidence of CPD	✓		A / I
Excellent interpersonal skills	✓		I
Commitment to teamwork, ability to work flexibly and under pressure	✓		A / I / T
An excellent team player with a willingness to contribute to the development of the College	✓		A / I
Willingness to work evenings and weekends as required by the needs of the service.	✓		A / I

A = Application

I = Interview

T = T