

JOB DESCRIPTION

POST TITLE: MIS DATA AND COMPLIANCE MANAGER
POST NUMBER: WREQ3725
GRADE/SALARY: COMPETITIVE

JOB PURPOSE

To support aspects of the MIS interaction with College Managers, Curriculum staff & external Agencies to ensure delivery of an effective, efficient & compliant MIS Service and the post holder is required to:

- Work in combination with the MIS team and assist with all audits across multiple funding models to ensure evidence is accurate, complete, and available to support both internal and external audit requirements.
- Maintain knowledge of funding methodologies, rules, regulations, and audit requirements across all funding streams.
- Monitor and action validation and optimisation routines (such as the DSAT reports and FRM reports) with the MIS Managers.
- Ensure risks and errors are reported to the correct manager proactively.
- Be aware of the impact of data on retention, achievement and success rates.
- Identify trends of non-compliance and advise relevant line manager immediately.
- To maintain and develop in-house compliance across the College.
- To provide any required training to curriculum and support staff.

GENERIC DUTIES AND TASKS

In addition to the requirements of the post above, the post holder is required to:

- Provide guidance and assistance to all College staff in the provision of and access to information to support the learner experience.
- Provide proactive support, advice and underpinning systems to Managers to allow delivery of excellent and innovative provision for our learners.
- Be proactive in liaising and supporting other College departments and partners in resolving queries and meeting agreed objectives.

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- Have an excellent customer service approach and provide information and assistance in relation to the requirements of the role as and when necessary.
- Provide support and coaching on other College sites to support the Academic Management team.
- Ensure that MIS Management are aware of any service issues or concerns. Deliver an effective on-site MIS Service across all College campuses.

The person appointed will, in addition to the tasks outlined above, support and complement the team to fulfil the following generic duties:

- To ensure that all aspects of activity are kept under review, developed as necessary, reflect a client centred provision, implement approval procedures and ensure subsequent delivery meets approved criteria.
- To promote total quality in all aspects of external activity.
- To comply with all College policies and procedures.
- To carry out such other duties as required by the Principal and commensurate with the grade of the post.

This post reports to the Catalyst Director MIS and has no line management responsibilities.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

HOURS

Hours of attendance: Full-time, 37 hours per week

Annual leave: 318.5 hours per annum inclusive of statutory

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSE's at Grade C or above (or equivalent) including English Language and Mathematics. <i>All Applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in the post.</i>	✓	
Qualified to Level 3.	✓	
Commitment to and evidence of CPD.	✓	
Evidence of an understanding of all funding methodologies within Further and Higher Education.		✓
Have experience of external audits.	✓	
Evidence of meeting agreed objectives and milestones in a timely and effective manner.	✓	
Provide evidence of successfully working as part of a team and openly exchanging information and supporting colleagues.	✓	
Demonstrate effective organisational skills and the ability to implement new systems of working and have a proven ability of meeting tight deadlines.	✓	
Be able to demonstrate effective written and verbal communication skills.	✓	
Be able to demonstrate an understanding and practical application of the importance of quality at work.	✓	
Have experience of working in a flexible and positive manner, being adaptable to changing work patterns.	✓	
Ability to work alone and be self-motivated.	✓	
Ability to undertake a substantial workload and prioritise effectively.	✓	
Willing to undergo appropriate training relevant to the job role. (Undertaking an examination administration qualification).	✓	
Experience of communicating and ensuring compliance to regulations.	✓	