RHACC Richmond and Hillcroft Adult Community College	JOB DESCRIPTION/ PERSON SPECIFICATION

POST	MIS Officer
DEPARTMENT	MIS
GRADE	Scale 5
REPORTS TO	MIS Manager
DIRECT REPORTS	None
WORKING PATTERN	

JOB PURPOSE

- To support the development of Student Management Information Systems, databases and associated services
- To support the MIS Manager and Senior Analyst in the coordination, preparation and presentation of identified curriculum KPIs
- To develop systems to ensure regular provision of management information primarily focusing on students, courses and funding but also encompassing other information including enrolments, retention, achievement, progression, quality and review processes.
- To ensure underpinning business processes and systems support the production of timely and accurate data returns and reporting

MAIN DUTIES AND RESPONSIBILITIES

- To maintain and enhance the databases, spreadsheets, data stores and reports that support quality assurance processes.
- To assist in the development of tools and systems for quality assurance reporting and data analysis, to meet business needs.
- To lead on and develop a robust suite of management reports (eg, REMS Reports) to inform quality assurance reporting and data analysis.
- To assist the Quality Team in producing reports for college managers to facilitate quality assurance processes. This includes responding to ad hoc requests, and developing/implementing a schedule of regular reports for meetings (eg. TQG, CQMG, Academic Board, Board of Governors)
- To liaise with Curriculum Managers in providing data required for SARs, Ofsted, submissions to Awarding Organisations, and other requirements relating to quality assurance and performance monitoring.
- To assist the Quality Team in ensuring that data returns are submitted accurately and in a timely manner.
- To assist the Senior Analyst in ensuring that data and information required by external funding bodies and other agencies is prepared and submitted on a timely basis.
- Produce reports aimed at verifying and validating student record data to maximise the college's funding opportunities from its student data set.
- To assist in the monitoring and reporting of sub-contractor provision
- To assist in the development of new systems, code, views and reports that meet specification and business needs.
- Produce and maintain effective technical documentation for new and existing systems and applications.
- To lead on and develop a robust suite of management reports to inform College decisions and planning processes.
- Implement procedures and processes to monitor the overall academic performance of Schools

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using a range of data and information
- Identify from academic performance data areas of best practice and development - working with teaching school on both areas to share good practice and identify training needs.

General Duties:
- To commit to ongoing professional development by undertaking job related training
- To contribute to the planning and development of the service as a member of the team
- To have a duty of care to yourself and others regarding Health and Safety issues and ensure that the College's Health & Safety Policies and Procedures are implemented
- To actively promote the College's Equality & Diversity policy, encouraging staff awareness and participation in all areas
- To actively promote the College's safeguarding policy and be aware of your responsibilities to report concerns
- To carry out duties pertinent to the scope of the post as directed by the Principal or other senior managers of the College

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.

PERSON SPECIFICATION

The successful candidate will fulfil the following essential requirements, and will also ideally hold the desirable attributes.

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY: I – Interview AF– Application form T – Task
	KNOWLEDGE			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		AF,I
2	Knowledge of the external funding mechanisms and the requirements of EFA/SFA and HE methodologies with a good understanding of how this impacts college management information systems.		✓	AF,I
3	In depth understanding of database systems development and support		✓	AF,T
4	Knowledge of student record systems and how it is used within a college environment.	✓		T
	ABILITIES/SKILLS/EXPERIENCE			
5	Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs	✓		AF,I
6	Ability to work with minimum supervision and to take initiative in solving complex problems as they arise.	✓		AF,T,I
7	The ability to communicate effectively, orally and in writing, with staff at all levels, and with external organisations as required. This includes: • strong report-writing skills • ability to concisely summarise and present key information • attention to detail and ability to spot and correct mistakes	✓		T,I
8	Good analytical skills as necessary to interpret data and produce relevant reports.	✓		AF,I
9	Experience using sector software and data including Pro-Achieve, FIS, DSAT, OLDC, LARS & The Hub		✓	AF
10	Excellent IT skills, particularly with regard to MIS systems and MS Office((Access, Word, Excel and PowerPoint)) packages	✓		AF,T,I
11	The ability to deliver under pressure and to tight deadlines without supervision, at a high level of accuracy.	✓		T,I
	QUALIFICATION			
12	Qualified to degree level in a relevant subject, or have relevant experience	✓		AF
13	Evidence of continuing professional development and its application to team or personal performance	✓		AF

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