

 <b>Richmond and Hillcroft Adult Community College</b>	<b>JOB DESCRIPTION/ PERSON SPECIFICATION</b>
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<b>POST</b>	Senior Reporting Analyst
<b>DEPARTMENT</b>	MIS
<b>GRADE</b>	£35,846 - £44,068 per annum
<b>REPORTS TO</b>	Head of MIS and Funding
<b>DIRECT REPORTS</b>	
<b>LOCATION</b>	Richmond upon Thames

### **JOB PURPOSE**

- To support the Head of MIS and Funding in providing data analysis, reports and maintaining information systems with a particular focus on the development of reporting applications and data exchange
- Provide accurate and timely reports relating to teaching and learning quality and monitoring under the Education Inspection Framework and also learner participation e.g., enrolments, retention, achievement and progression and to regularly review processes to aid curriculum managers in the monitoring of provision.
- To maintain and enhance the existing databases, data warehouse, exports, views and reports that support many other College systems and databases.
- To assist the Head of MIS develop and maintain RHACC's Management Information Systems (MIS), databases and associated services, to support all management, teaching, learning and business operations for the College.
- To develop and support the integration of new and existing systems (including the College website, the Management Information system, SQL Server, SSRS)
- To assist the Head of MIS and Funding in supporting all college information systems, including potential implementation of new systems introduced as part of the Digital Transformation process.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To develop and maintain reports, as specified by the Head of MIS and Funding.
- To lead in the development of systems and procedures for data collection and validation, liaising with other managers and making recommendations to the Head of MIS and Funding as appropriate, particularly with regard to student, course and funding management.
- To assist the Head of MIS and Funding in the day-to-day management and maintenance of the College's key Management Information Systems databases, REMS and other supporting systems/interfaces
- To lead in the provision of training, documentation and communication of all MIS systems and procedures.
- To assist in the development of technical systems for data cleansing through internal procedures.
- To be responsible for ensuring tools for managing data quality and credibility are utilised and developed as appropriate.
- To be responsible for ensuring the student records system (currently REMS) is regularly updated and properly maintained.
- To be responsible for ensuring learner data tracking systems (such as ProAchieve) are regularly updated and properly maintained.
- To maintain a thorough knowledge and understanding of relevant funding rules, ensuring that documentation and record-keeping processes are robust, structured and audit compliant.

- To assist the Head of MIS and Funding with internal and external audits relating to learner records systems and data.
- To assist with systems, administrative and funding queries through the MIS Support desk.

**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
	<b>KNOWLEDGE</b>			
1	Commitment to Equality and Diversity, Safeguarding and Health and Safety	✓		AF, I
2	In depth understanding of database systems development and support	✓		AF, I
3	Substantial knowledge and experience of the T-SQL language with an ability to write complex SQL statements with clear and easily readable code and an ability to develop reusable code such as by developing SQL table valued functions and stored procedures.	✓		AF, T
4	Significant experience and knowledge of developing SSRS reports using Reporting Services and Visual Studio.	✓		AF, T
5	Advanced user in Microsoft Access and Microsoft Excel.	✓		AF, T
6	Knowledge of student record systems and how they are used within a college environment.		✓	T
	<b>ABILITIES/SKILLS/EXPERIENCE</b>			
6	Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs	✓		AF, I
7	Ability to take initiative in solving complex problems as they arise.	✓		AF, I
8	The ability to communicate effectively, orally and in writing, with staff at all levels	✓		AF, T, I
9	Ability to write documentation for both technical and non-technical audiences	✓		I
10	Good analytical skills required to facilitate converting data into meaningful reports.	✓		T
11	Experience using sector software and data including Pro-Achieve, FIS, DSAT, LARS & FALA		✓	AF, I
12	Experience of working in adult education		✓	AF
13	Excellent IT skills, particularly with regard to MIS systems and MS Office (Access, Word, Excel and PowerPoint) packages	✓		AF, T, I
14	The ability to deliver under pressure and to tight deadlines, demonstrating a high level of accuracy and attention to detail	✓		T, I
	<b>QUALIFICATION</b>			
15	Qualified to degree level in a relevant subject, or have relevant experience	✓		AF
16	Evidence of continuing professional development and its application to team or personal performance	✓		AF