

JOB DESCRIPTION/ PERSON SPECIFICATION

POST	Head of Management Information Services and Funding
DEPARTMENT	MIS
GRADE	Scale 4
REPORTS TO	Vice Principal of Finance & Resources
RESPONSIBLE FOR	MIS Team and Exams Team

JOB PURPOSE

- To ensure effective strategic and operational management of the Management Information Service (MIS) to ensure that all college activities are informed by robust management information
- Working with the Digital Transformation Steering Group, to lead on the strategy for the development of the College MIS system
- To oversee, co-ordinate and manage the work of the department, ensuring systems are organised, managed, maintained and developed.
- Responsible for providing accurate and timely reporting on funding and performance data primarily focusing on students, courses and funding.
- Provide accurate and timely reports relating to enrolments, retention, achievement, progression, quality and review processes to aid curriculum managers in the monitoring of provision.
- To take a lead role, working with the Head of Quality and Vice Principal - Curriculum and Quality, in providing accurate and timely information for the annual SAR process and Ofsted inspections.
- To ensure timely and accurate submission of key statistical and funding returns to relevant agencies.
- To develop systems to ensure regular provision of management information
- To provide line management to the MIS Manager and the Exams Coordinator

MAIN DUTIES AND RESPONSIBILITIES

- To provide proactive strategic guidance on MIS issues and the implications of funding changes.
- To lead and manage the MIS department and to maintain high levels of professional customer service with regard to student, staff and external customer needs.
- To keep up to date with funding developments and provide recommendations on their potential application to management.
- To develop, direct and monitor all aspects of the delivery of the College's Management Information Services ensuring that ILR returns are made accurately and on time.
- To develop an accessible MIS portal for the viewing and distribution of clear, accurate, and regular Management Information reports to inform strategic planning and to assist in operational decision-making.
- To liaise with Curriculum Managers in developing data requirements for SARs, Ofsted and other performance monitoring requirements.
- Implement procedures and processes to monitor the overall academic performance of Schools using a range of data and information.
- To assist with the production of reports and analysis for presentation to a variety of internal and external bodies.

- To contribute to the development of business planning processes including reporting, assisting with strategic planning for curriculum development and responsibility for the planning and modelling of systems.
- To be responsible for the auditing of learner data including the ILR (or equivalent), both in terms of internal audit procedures, and external audits.
- To ensure that funding and performance monitoring information is available to the Executive team and Directors of School.
- To be responsible for ensuring that appropriate quality assurance systems for qualification provision are in place and adhered to in order to meet awarding organization requirements, and to act as the college contact for awarding organisations for activities such as centre approval, verification and moderation visits.
- To lead on assessment system compliance and practice, advising on matters of malpractice and assessment breaches of procedure.
- To ensure that examinations are conducted in line with learner and awarding body requirements and that learner achievement data is appropriately entered into college information systems to agreed deadlines.

General Management Duties:

- To develop effective partnerships and working relationships with key stakeholders, including subcontractors in the key areas of responsibility
- To manage allocated budgets ensuring best value for the college.
- To ensure effective and efficient use of departmental resources including the deployment of staff
- To Chair/ participate in relevant College committees and working groups as appropriate
- To manage all aspects of the agreed staff establishment including performance management, appraisal and staff development in line with College policies and procedures

To develop a culture of high quality customer service for both internal and external customers and ensure that effective service level agreements are in place to facilitate this

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 and Inclusion 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 Director of Finance & Resources 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	x		AF,I
2	Knowledge of the external funding mechanisms and the requirements of ESFA/GLA with a thorough understanding of how this impacts college management information systems.	x		AF,I
3	Knowledge of the Health & Safety issues relevant to IT and up to date with technological developments in the sector.	x		AF,I
4	In depth understanding of the current funding audit requirements for all key funding streams and experienced in producing and validating ILRs	x		AF,I
5	To be fully conversant with the requirements of current Data Protection and Freedom of Information legislation with an understanding of how this impacts on learner data and MIS more generally	x		AF,I
	ABILITIES/SKILLS/EXPERIENCE			
6	Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs, taking the initiative in solving complex problems.	x		AF,I
7	In depth knowledge of SSRS and SQL	x		AF,T
8	Experience of developing dashboards with Power BI or SAP® Crystal	x		AF,I
9	Experience identifying and defining KPIs in an evolving institution		x	AF,I
10	Direct relevant experience of strategic and curriculum planning processes particularly in relation to the areas covered by this post		x	AF,I
11	The ability to communicate effectively, orally and in writing, with staff at all levels, and external organisations as required with advanced report writing skills and ability to concisely convey key information.	x		AF,T
12	Highly developed communication, external liaison, influencing and networking skills with the ability to maintain confidentiality at all times	x		AF,I
13	Experience using sector software and data including Pro-Achieve, FIS, DSAT, OLDC, LARS & The Hub	x		AF
14	Excellent IT skills, particularly with regard to MIS systems and MS Office packages	x		AF,T,I

15	A track record of experience of directing and managing a college management information service and providing complex and relevant information to managers, Governors and Funding bodies		x	AF,I
16	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff	x		AF,I
17	The ability to delegate effectively and manage the performance of others in accordance with good management practice	x		AF,I
18	Successful relevant team management experience in a related function at senior management level		x	AF,I
19	The ability to deliver under pressure and to tight deadlines without supervision, demonstrating a high level of accuracy and attention to detail	x		AF,I
	QUALIFICATION			
20	Qualified to degree level in a relevant subject, or have relevant experience	x		AF
21	Proven substantial post qualification experience in the public or private sector.		x	AF
22	Evidence of continuing professional development and its application to team or personal performance		x	AF