

Post Title:	MIS Data Officer
Place of Work:	The role is based at the Hadlow Campus, but the nature of the work will require travel to any of the college sites
Hours of Work:	37 hours per week / 52 weeks per year
Salary:	Tier 6
Responsible to:	MIS Coordinator



Summary:

Line managed by the MIS Coordinator, working closely with the Curriculum Managers', the post holder will be responsible for ensuring the up to date and accurate central recording and reporting of all data relevant to the efficient delivery of the curriculum and business planning function. The MIS Data Officer will also work closely with the curriculum departments to ensure they understand their data are able to report on it effectively to address and raise attendance, retention and achievement.

Duties, Responsibilities and Accountabilities

- Input student and other data accurately onto the College MIS systems, related databases and spreadsheets.
- Check student records and other information for accuracy and missing data.
- Work closely with colleagues to ensure incorrect and missing information is collected and recorded in a timely manner.
- In conjunction with the MIS Coordinator, ensure that the Individualised Learner Record (ILR) data is correct, rectifying rule violations and non-statutory errors including Unique Learner Numbers (ULN) processing and DsAT reports.
- In conjunction with the MIS Manager, assist with the creation and dissemination of reports and documentation for internal MIS systems and processes and external information sources.
- Maintain up to date knowledge on the range of curriculum provision offered to be able to answer questions or direct enquiries to appropriate specialists.
- Responsible for all aspects of the examination process within the curriculum area adhering to Awarding Body deadlines to avoid incurring late fees; including but not limited to registration, certification and examinations
- In conjunction with the Exams and Timetabling Coordinator ensure students access arrangements are in place if required for examinations
- Provide retention, achievement and success data from Pro Achieve software for the area Self-Assessment Reports
- To assist with internal and external audit checks and audit testing as necessary with particular responsibility for ensuring study hour compliance.
- To be aware of the requirements of Information legislation in association with the Data Protection Officer as this impacts on learner data and MIS more generally and to ensure that the College complies with these duties.
- In conjunction with the MIS Manager and MIS Coordinator update and maintain procedural notes and participate in training other MIS Data Officers to ensure best practice is shared

- Along with the MIS Manager ensure that storage, archiving, back-up and recovery procedures are adhered to in relation to student data
- Ensure own deadlines are met and assist with deadlines for department and cross college tasks.
- Participate in wider college administration duties as and when required by the MIS Manager.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a 'can do' attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL ✓	DESIRABLE ✓	ASSESSED BY (Application, Task, Interview)
(1) Qualification:			
5 A*-C GCSE qualifications including Maths and English or equivalent	✓		Application
Level 3 associated qualification		✓	Application
(2) Knowledge to include:			
Proficient in the use of Microsoft Office products.	✓		Application/Interview
Demonstrable knowledge in identifying and implementing improvements to existing systems	✓		Application/Interview
(3) Experience to include:			
Processing data accurately and quickly under pressure.	✓		Application/Interview
Have a flexible approach to work.	✓		Application/Interview
Assisting in the organisation of formal examinations		✓	Application/Interview
Experience of using Corero Student records database		✓	Application/Interview
(4) Skills and Attributes to include:			
Ability to cope in a busy office environment and under pressure.	✓		Application/Task/Interview
Good interpersonal skills and be able to communicate at all levels with tact and discretion.	✓		Application/Task/Interview
A methodical and organised approach to prioritising and planning workload	✓		Application/Task/Interview
Ability to work autonomously, with a high level of personal integrity and confidentiality	✓		Application/Task/Interview

The ability to meet deadlines with attention to detail	✓		Application/Task/Interview
Establish effective systems and procedures to meet targets		✓	Application Task/Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____