**Job Description:**

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| **Post:** | Systems & Reporting Manager |
| **Salary Grade (Fixed Point):** | Grade 6 Spine Point 26 (fixed point) £38,701.46 p.a. FTE  |
| **Responsible to:** | Director of MIS & Business Processes |
| **Responsible for:** | System Developers |

**Key Purpose:**

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| **1** | To take an active role as part of the Management Information Service (MIS) team in providing a high quality and responsive data reporting service across the College. |
| **2** | To provide a highly effective management information service to Senior Management. |
| **3** | To manage the development and maintenance of the College’s management information systems and associated services. |
| **4** | To ensure all MIS data is managed securely and ensure processes are in place to promote business continuity. |
| **5** | To lead and assist on reporting systems to serve business needs and to continually improve the Colleges reporting portfolios. |
| **6** | To assist in business process improvements for the college. |

**Key Responsibilities and Accountabilities:**

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| **A** | To ensure all stakeholders have timely access to appropriate and meaningful information that enables effective planning and monitoring of teaching, learning and assessment and support the learner journey. |
| **B** | To be a key point of contact for College CLT and senior management regarding reporting and analysis, bridging the gap between Development and the wider college group. |
| **C** | To lead and assist on the development and maintenance of a highly effective, accurate and up-to-date suite of reporting, both management and transactional. |
| **D** | To ensure a clear and concise set of reports are available to all staff with an emphasis on a ensuring the data is reported consistently. |
| **E** | Using data from a variety of sources, provide a data modelling and analysis service to deliver intelligence and insight to senior management. |
| **F** | To ensure the representation of data and information on the College reporting system is effective and fit for purpose and identify areas for improvement through liaison with Assistant Principals and CLT members. |
| **G** | To advise staff on methods of accessing information and provide training as appropriate. |
| **H** | To be a key point of contact during the colleges internal Self Assessment and Quality Improvement (SAR/QIP) process regarding data and analysis. |
| **I** | To translate technical management information and data to a cross-College audience.  |
| **J** | To liaise with the wider MIS and Business Processes team to ensure accurate data and information is available to the department’s customers and other stakeholders.  |
| **K** | In conjunction with the Director of MIS & Business Processes, actively consider improvements to business processes across the college and utilise systems and reporting skills to create these improvements. |
| **L** | To be responsible for the day-to-day management and maintenance of the College’s student records system, Unit-e, and ILP / Markbook systems. Developing a programme of Systems Development and managing its delivery. |
| **M** | Attend all campuses on a regular basis to provide local management support for MIS / Business Processes staff and curriculum managers. |
| **N** | To carry out other duties commensurate with the role, as directed by the Director of MIS and Business Processes. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibility for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards. |
| **6** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
|  | A degree in a relevant subject with relevant work experience OREducated to advanced level or equivalent plus at least two years’ experience in a similar position | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING** |  |  |
|  | Substantial experience of working with Management Information Systems | x |  |
|  | Knowledge of educational Management Information specialist systems such as Unit-e, FIS, ProAchieve and ProMonitor |  | x |
|  | Programming background with strong IT skills including the ability to interrogate systems in order to extract relevant information | x |  |
|  | Ability to write and adapt reports using SQL and Microsoft Reporting Services and/or similar report writing packages | x |  |
|  | Experience of SQL (SQL, MySQL, SQL server or similar) | x |  |
|  | Knowledge of .NET programming languages (e.g C#, VB) | x |  |
|  | Experience of building, adapting and supporting custom internal and external webpages and forms | x |  |
|  | Experience of working with relational databases and writing complex reports from them | x |  |
|  | Experience of providing technical support for MIS systems and carrying up system upgrades and fixes and liaising with IT Services | x |  |
|  | Experience of leading a successful team |  | x |
|  | Experience of using Microsoft Office applications (in particular Excel & Access) at an in depth level and an understanding of the interconnectivity between the packages | x |  |
|  | Previous experience of working within an educational environment and understanding FE Curriculum  |  | x |
|  | **SKILLS & ATTRIBUTES** |  |  |
|  | Ability to use appropriate reporting options to review and take action to assist the optimisation of data quality and accessibility | x |  |
|  | Ability to take the initiative and be proactive | x |  |
|  | The ability to plan and organise a varied and demanding workload under one’s own initiative | x |  |
|  | Ability to motivate, empathise with and inspire others and to lead by example through excellent written and verbal communication skills  | x |  |
|  | Ability to accurately interpret guidance and rules | x |  |
|  | IT proficient to a high level | x |  |
|  | Well-developed written and oral communication skills | x |  |
|  | Customer focussed approach | x |  |
|  | Excellent customer service skills | x |  |
|  | Ability to use strong analytical skills to think strategically and plan effectively | x |  |
|  | Ability to translate technical information in a clear and concise way | x |  |
|  | Ability to innovate and initiate new working practices in order to improve service provision | x |  |
|  | Effective report writing and presentation skills | x |  |
|  | Willingness and ability to undertake training needed to fulfil the changing requirements of the post | x |  |
|  | Resilient, positive and of professional appearance | x |  |