Job Description

Luminate EDUCATION GROUP

Organisation:	Luminate Education Group
Primary Organisation Supported *(only use this field for LEG service member of staff)*	N/A
Core Job Role:	Business Support Data Lead
Job Title:	Business Support Data Lead
Reports to:	Business Support Team Leader
Grade	LC5
Date of compilation:	June 2023

CORE RESPONSIBILITIES:

1. To provide an excellent data service to a dedicated department with excellent customer service and collaboration with the leadership team.

2. Work collaboratively with MIS to ensure that all data processing is in line with College Protocol.

3. Ensure the highest quality of data is efficiently and effectively input in the college systems as a result of good staff skills and knowledge.

4. Work with the team to review processes to stream line internal practices and improve efficiency through removing duplication of effort.

5. Drive business process improvements with efficient planning, delivery and streamlining.

6. Work closely and effectively with MIS colleagues to complement training that they provide, and negotiate process changes that may impact at that level.

7. To Support the Director, Head and Deputy Heads and other academic staff as required

8. To work with the central MIS/Marketing teams throughout enrolment periods, including all community sites.

9. To ensure appropriate systems are in place to manage electronic and paper files.

10. To ensure that the course file for a dedicated department is accurately monitored.

11. To ensure that all documentation is audit & GDPR compliant

12. To work collaboratively with other schools to ensure a coordinated approach to relevant systems and processes including cover and support, catering for fluctuating workloads and absences.

13. To coordinate and support the School with Curriculum Planning including ensuring timetabling, rooming, staff/room utilisation, course profiling and approvals, course file and all other related elements of planning are maximised.

14. To support cross college and curriculum led events including welcome events, open days and awards events even if those take place outside of normal working hours.

15. To ensure DSATs, ILR errors, PLR and other data queries and regular data accuracy checks are processed on a timely basis and corrections are compliant with funding rules and the Data Protection Act.

16. To keep up to date with funding/performance methodology to ensure compliance, funding maximisation and improvement and provide advice to curriculum staff.

17. Work closely with the ACE team to ensure that job outcome and destination data is collected and there is accurate recording of student start and completion data with a focus on maximising performance data.

18. Work to flexible and diverse workflows and shift patterns in line with business needs including some evenings and weekends

19. To appropriately delegate day to day, routine tasks to Business Support colleagues and provide appropriate training and support.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Business Support Data Lead
Department	ACE

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1.Relevant Qualification at level 3 or above	A
E	Q2. Relevant Customer service qualification or training	A
E	Q3. Literacy and numeracy qualification at Level 2 or above	A
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Experience of working in a customer focused role/ environment.	A / I
E	EK2. Experience of Prosolution,	A / I
E	EK3. Experience of using data to drive developments	A / I

E	EK4. Experience of student records systems to deliver profiling, timetabling, rooming and registers	A / I
E	EK5. Experience of keeping student records up to date	A / I
E	EK6. Experience of enrolment process	A / I
E	EK7. Experience of delivering high levels of administration including whole cohort messaging	A / I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Able work collaboratively with a range of internal and external stakeholders to achieve positive outcomes	A / I
E	SC2. Excellent decision maker	A / I
E	SC3. High level of communication skills	A / I
E	SC4. High level of problem solving skills	A / I
E	SC5. Can work under own initiative	A / I
E	SC6. Ability to work effectively with computer programmes such as Word, Excel, PowerPoint and Google platforms	A / I
E	SC7. Data manipulation and reporting	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I