Leeds City College

Job Description

Job Title:	Management Information Officer
Location:	Leeds
Salary:	LC4
Reports to:	Apprenticeship Systems Leader
Staff responsibilities:	N/A
Working hours:	37 hours per week
Probation period:	6 months
Special conditions of the post:	As the college is a multi-campus site, flexibility and willingness to work across all sites is required.
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	February 2023

CORE RESPONSIBILITIES:

The main duties of the role

1. To support the delivery of highly-effective campus MIS and Administration services, including systems, process, student records, data entry, registry, timetabling and resourcing functions.

2. Support the School Administration Leaders with the organisation of Apprenticeships and Administrative work assignment allocation across the team.

3. Support the curriculum school managers (Heads, Deputies, Programme Managers etc.) and other academic staff with the facilitation and delivery of effective MIS and Administrative services at the colleges.

4. Support all aspects of apprenticeship administration such as production of letters, dealing with enquiries face to face or other communicated queries.

5. Liaise with curriculum teams to support effective and timely Off the Job absence monitoring, recording and chasing of relevant students.

6. Support student enrolments across the campus and work with the school teams/central MIS teams to deliver highly efficient enrolment services.

7. Ensure appropriate systems are in place and implemented to manage electronic and paper files.

8. Work collaboratively with all schools/departments to ensure a co-ordinated approach to relevant systems and processes, including cover and support, catering for fluctuating workloads and absences.

9. Support the schools with curriculum planning, ensuring timetabling, rooming, staff/room utilisation, course profiling and approvals, course file and all other related elements of planning are maximised efficiently.

10. Create requisitions for approval and onward submission to suppliers in accordance with procurement policy and procedures, and accurately record the receipt of goods in a timely and accurate manner. Also ensure that the remittance of receipts from students are in accordance with the college cash handling policy and procedure, including compliance with PCIDSS (Purchase Card Industry Data Security Standard)

11. Where appropriate, ensure that college credit cards and other purchasing arrangements, for example Banner orders, or petty cash, are used in accordance with college policies and procedures, and compile/submit appropriate expenditure records and appropriate safekeeping of credit/debit card terminals and distribution of petty cash.

12. Support cross-college and curriculum-led events, including parents evenings, welcome events, open days and awards events etc.

13. Ensure DSATs, other data queries and regular data accuracy checks are processed on a timely basis and that corrections are compliant with funding rules and the GDPR regulations.

14. Keep-up-to-date with funding/performance methodologies to ensure compliance, funding maximisation and improvement and provide advice to curriculum managers and staff.

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

16. Work collaboratively with the Apprenticeship System Administration Leaders to coordinate the work of the department, ensuring staffing levels across all functions and ensure highly effective, customer-focused services are delivered at all times.

17. Support with regular accuracy audits/checks of all data within curriculum schools and maintain data standards including adherence to the GDPR.

18. Deputise for the Apprenticeship System Administration Leaders.

DEPARTMENTAL RESPONSIBILITIES:

1. Support the Apprenticeship Systems Administration Leader with engaging with employers and stakeholders for the DAS.

2. Support in the development of systems to improve efficiencies within the apprenticeship team.

3. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

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Compiled By:	Leeds City College
Compilation Date:	February 2023

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Person Specification

Job Title:	Management Information Officer
Department	Apprenticeship Department

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 or equivalent work experience	A
D	Q2. Literacy and numeracy qualification at Level 2 or above or a willingness	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 using data to drive developments	A / I / T / P
E	EK3. Experience of student records systems to produce timetables and registers	A / I

E	EK4. Experience of keeping data/records up to date and have knowledge of data protection and confidentiality requirements.	A / I
D	EK5. Experience of admissions and enrolment processes	A / I
E	EK6. Experience of delivering high levels of administration tasks	A / I
D	EK7. Understanding of the funding streams and ILR returns in order to identify any potential issues.	A/I
E	EK8. Managing a range of tasks to conflicting deadlines	A/I
D	EK9. Experience of working with departments to support Additional Learning Support (ALS) claims that are accurate and timely.	A/I
E	EK10. Experience with audit preparation	A/I

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Excellent decision maker	A / I
E	SC2. High level of communication skills	A / I / P
E	SC3. High level of problem solving skills	A / I / T
E	SC4. Can work under own initiative	A / I /
E	SC5. Excellent it Skills	A / I / P
E	SC6. Data manipulation and reporting	A / I / T
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	B1 Support and promotion of equality, diversity and inclusion	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