

Job Description

Job Title:	Deputy Head of HE Data and Student Records
Location:	University Centre Leeds
Salary:	LM2
Reports to:	Head of HE Quality and Support Services
Staff responsibilities:	HE Data Analyst
Working hours:	37 hours per week
Probation period:	6 months
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	

This role is responsible for managing the staff and processes in the delivery of accurate student data and records across the University Centre Leeds directorate. The post holder needs a substantial focus on data records (HE, FE and Apprenticeships) and needs to ensure that the team delivers an effective, timely and customer focused service, which maximises the accuracy and quality of student data in support of a range of statutory returns, collection of income, strategic planning and student & staff satisfaction. The post holder will work within a matrix management system and be required to work closely with colleagues across the group to deliver a professional and adaptive service. The post holder will be expected to form strong working relationships with key stakeholders across the group.

CORE RESPONSIBILITIES:

1. Be responsible for leading and managing the MIS and related administration functions across the directorate, including HE, FE and Apprenticeships.

2. Manage University Centre Leeds data and student records via Heads of Department and Programme/team Managers or Course Leaders, providing regulatory advice where appropriate.
3. Work closely and collaboratively with the Dean, Heads of University Centre Leeds, MIS team (both FE and group HE) and others as well as maintaining curriculum/funding knowledge to deal with a number of curriculum/delivery areas.
4. To advise and train teams on student finance matters including student fees, instalments/direct debits, fee waivers, bursaries, loans, OfS funding etc.
5. To maintain adequate staffing levels throughout the year via leave authorisation, sickness monitoring, recruitment & selection and performance management.
6. To take full responsibility for the management and timely maintenance of the University Centre Leeds course file ensuring course profiles are accurate and reviewed on a regular basis.
7. To maintain a sound knowledge of funding and outcomes methodologies (HE, FE and Apprenticeship) and train relevant teams to support funding and performance maximisation and compliance.
8. To proactively support the performance review (PR) and business planning (BP) cycle as required by the Dean and University Centre Leeds Heads of Department.
9. To proactively support University Centre Leeds Heads of Department with their curriculum planning, providing advice on funding and other funding and monitoring bodies, which can affect plans.
10. Manage and develop systems and processes which effectively support learners/early interventions/continuous improvement i.e. registers and timetables available on a timely basis.
11. Be responsible for correction of data and enhancement to systems and processes.
12. Lead and be responsible for directorate KPI reviews, preparing for internal/external audits, and any other assurance reviews as required.
13. Analyse data and produce written reports on request.
14. To deliver appropriate training and briefing sessions as required.
15. To regularly review the directorate's involvement in student records functions and make recommendations to central MIS ways of improving the service offered to support best practice/continuous improvement.

DEPARTMENTAL RESPONSIBILITIES:

1. Lead the design, preparation, implementation, review and continued development of the new SITS student records system and the existing MIS system (ProSolution), supporting teams to interact seamlessly with both.
2. Lead on data analytics across University Centre Leeds, and all its provision, to support ongoing internal and external reporting and monitoring, including regulatory requirements such as the Access and Participation Plan and OfS B3 ongoing conditions of registration.
3. Lead on the preparation and timely submission of external data submissions e.g. Unistats, HESA, HESES, APP reporting, NSS, Graduate Outcomes, Student Fees.
4. Lead on the submission of student records and associated courses as per regulatory requirements, e.g. ILR.
5. Interpret, inform and advise on external regulatory requirements related to finance and data ensuring compliance with these.
6. Significantly support the Dean of HE in complying with regulatory expectations, monitoring and reporting, whilst maintaining standards and enhancing the HE provision as appropriate.
7. Implement, monitor and review quality assurance mechanisms to ensure their effectiveness and currency in relation to data and student records.
8. Manage team members involved in data collection, analysis and reporting, notably the HE Data Analyst.
9. Lead on and support the transfer and sharing of skills and knowledge to colleagues across the Luminate Education Group and among external partners through workshops and other staff development activities.
10. Significantly contribute to the business planning and performance review responsibilities.
11. Significantly contribute to the strategic planning for the department and assist with the response to the annual operating plans.
12. Liaison with appropriate officers of the College on matters related to student records and data relating to relevant HE, FE and Apprenticeship provision.
13. Develop and maintain appropriate and required knowledge, skills, research and scholarly activity, undertaking any necessary or relevant training.

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.

Job Description	
Compiled By:	Sarah Marquez
Compilation Date:	January 2023

Person Specification

Job Title:	Deputy Head of HE Data and Student Records
Department	University Centre Leeds

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
D	Q1. Degree or equivalent	A/C
E	Q1. Relevant professional qualification at Level 3 or above or equivalent experience.	A/C
E	Q2. Relevant IT qualification or training	A/C
E	Q3. Numeracy and literacy qualification at Level 2 or above.	A/C
Experience and Knowledge		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Sound knowledge of HE and FE student record/data processes and regulatory requirements.	A/I/P
E	EK2. In-depth knowledge, and successful track record, of working with an MIS education system, for example, SITS, SIMS, EBS, ProSolution.	A/I/P
E	EK3. Significant experience of working in a data management capacity within a School, Academy, 6 th Form College, Multi Academy Trust, FE College or HEI	A/I
D	EK4. Experience working within a matrix management structure.	A/I
E	EK5. Effective line management and coordinating of small teams	A/I
E	EK6. Experience of using and interpreting data systems, trackers, and tools to improve and maximise performance, attainment, and outcomes in an education setting.	A/I/P
D	EK7. Experience of liaising with and reporting to external bodies eg OfS, HESA, HESES, DfE	A/I
D	EK8. Knowledge of the HE Regulatory Framework and relevant requirements, expectations and review processes in relation to student data.	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent communication and interpersonal skills which can be adapted to meet the needs of a range of audiences including students, colleagues and other partners.	A/I/P
E	SC2. Able to develop, implement and coordinate plans and change to systems and processes.	A/I/P

E	SC2. Confidence to question or seek clarification when unsure or unclear.	A/I
E	SC3. Highly IT literate and proficient user of Excel and other databases.	A/I/T
E	SC4. Excellent ability to analyse and present data accurately and understandably to a range of stakeholders.	A/I/T
E	SC5. Excellent ability to keep accurate and objective records	A/I
E	SC6. Able to stay calm and work under pressure, prioritising and managing time.	A/I
E	SC7. Well organised and meets deadlines.	A/I
E	SC8. Excellent eye for detail.	A/I
E	SC9. Able to work well both as a member of a team and using own initiative	A/I
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