

Job Description

Post:	MIS Officer
Salary Grade:	Band 7
Responsible to:	Head of Information, Planning & Performance

Key Purpose

To ensure an effective and efficient data administrative service within the Management Information Team
To act as point of contact for all staff regarding student and course data

Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
C	To work flexibly in the interests of the organisation as required.
D	To participate in performance reviews and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	To maintain accurate course information e.g. setting up courses as requested through the curriculum planning processes and course change requests.
G	To support curriculum teams in maintaining accurate curriculum, timetable and student data.
H	To liaise with the Exam section to maintain accurate qualification related data.
I	To participate in enrolment and enrolment training and support other members of staff in enrolling learners.
J	To action all MI Requests as requested including timetable changes, learner detail changes, benefit evidence change etc, register mark changes
K	To liaise with and support Curriculum Areas and Tutors during all data reconciliation exercises, internal and external inspections and audits
L	To maintain accurate and complete learner data, liaising with learners and relevant staff to resolve missing or incomplete data.
M	To maintain up to date knowledge of funding regulations and associated data hygiene.

N	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.
----------	---

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Relevant Level 3 qualification e.g., Business Administration/IT or willingness to obtain	Certificate			
	2	Literacy Level 2				
	3	Numeracy Level 2				
	4	IT Level 2				
Professional Development	5	Evidence of ongoing professional development	Application			
Experience	6	Experience of working within an administration environment	Application / Interview			
	7	Experience of working within a college quality assurance system				
Knowledge	8	Knowledge of FE systems and procedures	Application / Interview			
Skills/ Qualities	9	Ability to work co-operatively with others and maintain positive working relationships				
Other	10	Ability to achieve objectives				
	11	Ability to communicate effectively both orally and in writing				
	12	Good organisational skills				
	13	Commitment to Quality and continuous improvement	Application / Interview			
	14	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults				
	15	Commitment to college policies i.e., Health & Safety, Equality & Diversity, Inclusion and Quality Assurance				
	16	DBS Check acceptable to college will be undertaken for successful applicant				