JOB DESCRIPTION

Post:	**Head of MIS & Compliance**
Responsible to:	**Vice Principal Funding, Planning & System Improvements**
Pay Band:	**14**

Job Purpose:

To lead the day-to-day activities of the MIS function in relation to data, admissions, exams and funding compliance. To ensure that provider funding returns to stakeholders such as EFA, SFA and HEFCE are on time, accurate and compliant and that the College maintains a strong positive record in relation to audit and compliance.

The post holder will be expected to provide advice and guidance to curriculum staff and subcontractors in relation to funding and will ensure that the College is able to remain compliant with funding guidelines and able to meet audit requirements at all times.

Main Duties:

Line Management
- Line manage the MIS Team including the Exams, Admissions and Data functions.

Funding Process Management
- Liaise with funding partners such as HEFCE, the EFA and SFA over funding requirements.
- Ensure that funding claims (including funding estimates) made to external agencies are timely, accurate and in line with external requirements.
- Operate effective channels of dissemination and communication regarding all types of external student funding.
- Manage information requirements relating to funding arrangements with partners.
- Train and support college staff on funding issues.
- Advise appropriate staff on student record audit practice.
- Supervise student record audits.
- Ensure MIS procedures are up to date and in line with funding body, College and Stakeholder requirements.
- Ensure that Data Service provided software such as the FIS and DSAT software is regularly used to ensure funding compliance.

Data Accuracy
- Ensure that the processing of enrolments, updates and success data is efficient, accurate and timely
- Ensure that registers and timetables exist for every learning opportunity within the College and that they are closely monitored and accurate.
- Optimisation of funding claims as per relevant reports.

- Ensure legitimate funding is being claimed.
- Carry out routine and spot checks to validate the accuracy of data within the ILR via:
  - Data validation routines
  - Data cleansing routines
  - DSAT reports
  - FRM reports
- Ensure the course files held on the student record system are accurate.
- Ensure the base data held within the student record system is current, accurate and mapped to the Data Service coding structure
- Ensure that routine manual field adjustments within the Student Record System are carried out on a regular basis.

Curriculum Planning
- Advise the Vice Principal on any changes to funding requirements that would affect the tuition fees policy.
- Advise the Heads of Faculty on key elements of the funding formula that will impact the curriculum planning process.
- Provide advice regarding the validity and viability of particular courses, learning aims and qualifications.
- Co-ordinate the planning process by providing detailed procedural information and relevant planning software.

Examinations
- Manage the examinations team to maintain the College's relationships with the awarding bodies and ensure that all awarding body requirements are met.
- Ensure that all procedures relating to examinations are in line with the examination body and College requirements. These include:
  - examination entries,
  - the safe custody of papers,
  - the conduct of examinations
  - the communication of results
  - notification to awarding bodies of withdrawals and amendments to subjects or students,
  - notification of special requirements/special consideration,
  - notification of cases of suspicion of malpractice,
  - effective and timely recording of student success data.
- Respond quickly and effectively to any case of suspicion of malpractice to ensure that adequate controls are put into place and that the individual(s) involved are appropriately disciplined.
- To manage the Examinations budget

Admissions
- Manage the Admission's function to ensure the College's relationships with customers are of the highest quality.
- Ensure that enquiries and applications are accurately processed within the student record system.
- Ensure Admissions procedures are up to date.
- Ensure that the College retains its International status through strict adherence to the border agency policies and procedures.
- Ensure that the College's relationship with partner HE institutions is maintained.

- Ensure ID cards are produced as required.
- Co-ordinate large scale events such as drop-in days and full-time enrolment sessions.
- Build strong communication links with internal stakeholders to ensure a positive early learner journey.

Management reporting (alongside the Reporting & Development team)

- Provide monthly funding monitoring reports to Senior Management, highlighting any areas of concern.
- Ensure timely distribution of reports to appropriate staff.
- Respond to requests for reports from individual managers for information related to business priorities.
- Continually review suitability and availability of current MIS reports.
- Be responsible for the review and update of reports held on EBS (MIS system)

Student Record Systems
- Contribute to the development of student record systems, currently EBS.
- Specify the procedures which populate the student record systems including those relating to enrolments, curriculum, examinations, registers, timetables and ALS/AES.
- Train and support college staff in the use of student record systems.

Data Protection
- Be the deputy data protection officer for the College
- Ensure the security of data, especially with regard to the data protection act

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	Essential criteria	How assessed
1	Is educated to degree or equivalent level (or higher) and possess a suitable professional qualification.	Application form / Qualification certificates
2	Hold an IT qualification at least to level 3 or have significant recent IT experience including high end knowledge of Access, Word, Excel and Internet browsers.	Application form / Qualification certificates
3	Can demonstrate significant understanding of the requirements expected of external customers to the College such as HEFCE, the ESFA Examining bodies and Ofsted.	Application form / Interview
4	Has experience of providing advice and guidance in the area of data management, particularly in FE.	Application form / Interview
5	Has been involved in curriculum planning within FE.	Application form / Interview
6	Has line managed a number of staff and had significant budgetary responsibilities	Application form / Interview
7	Has experience of working with EBS, or a similar database.	Application form / Interview
8	Is able to analyse large data set and identify key messages.	Application form / Interview
9	Is able to work to targets, be results driven and customer focused.	Application form / Interview
10	Is able to work with a range of customers and colleagues at a senior level.	Application form / Interview
11	Has good record keeping and time management skills.	Application form / Interview
12	Is a team player with excellent interpersonal skills looking for a challenging environment.	Application form / Interview
13	Has excellent communication and presentation skills.	Application form / Interview
14	Has attention to detail in all aspects of data management	Application form / Interview

15	Is flexible, adaptive and responsive to change.	Application form / Interview
16	Has excellent numeracy skills and is qualified to at least level 2 in this area.	Application form / Interview test
17	Has worked in an FE environment and has an understanding/appreciation of the current issues facing FE.	Application form / Interview
18	Demonstrates an ability to proactively support staff wellbeing and development	Application form / Interview

It is desirable that the post holder has:

	Desirable Criteria	How Assessed
1	Knowledge of data protection and data law	Application form / Interview
2	Knowledge of courses and qualifications available in FE Colleges	Application form / Interview
3	Clean driving license and access to a car	Application form / Interview
4	Evidence of continual professional development	Application form / Interview