

## TRAFFORD COLLEGE GROUP

### Job Description

<b>JOB TITLE:</b>	F&HE Funding and Compliance Manager
<b>REPORTS TO:</b>	Assistant Principal for Planning Funding and Performance
<b>RESPONSIBLE FOR:</b>	F&HE Funding and Compliance Co-ordinator
<b>AREA:</b>	MIS
<b>GRADE/SALARY:</b>	TCG Business Support Scale 9

#### Our Vision

##### **‘Unlocking potential, fostering success’**

Through its innovative approach to learning and exceptional engagement with business, Trafford College prepares learners for success in work and life.

#### Our Values

**Bold** - Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

**Ambitious** - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

**Respect** - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

**Collaborate and Teamwork** - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

**Professional** - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

#### **JOB PURPOSE:**

To provide expert knowledge to the Group in relation to funding and compliance for Further and Higher Education programmes. To provide leadership of an excellent customer and data centric Further and Higher Education (F&HE) MIS service. To develop and implement robust, efficient and funding body compliant processes to manage, track and report F&HE recruitment and funding performance data, providing key and operational performance information to the Group and external stakeholders. To lead on and oversee course planning and Masterfile management, ILR production and data quality assurance work using a range of software tools.

Version	Draft
Last Updated	30/03/2022

## KEY AREAS OF ACCOUNTABILITY

1. To manage the Group MIS team for F&HE and associated processes, ensuring Group strategic and improvement objectives are implemented and embedded.
2. To oversee the curriculum planning process and course master file for the delivery of F&HE provision, and validation of plans against business planning objectives.
3. To lead on the production of regular ILR files and external HE Data Returns, managing errors to ensure data returns and funding reports are accurate, complete and compliant, and ensuring return deadlines are met.
4. To work closely with the Head of MIS Systems and Business Intelligence to design, and implement effective business systems, including the Group F&HE student records systems and associate reports.
5. To monitor and report Group F&HE performance data, trends and forecasts, supporting the quality, performance and business reviews agenda.

## KEY AREAS OF RESPONSIBILITY

1. To coach and develop the MIS team responsible for the data processing and compliance checking of F&HE records and key documentation.
2. To ensure the Groups F&HE data systems are maintained with a focus on timely and accurate information, including F&HE ILR records, registrations, attendance data and outcome claim records.
3. To implement a programme of regular review of ILR errors, PDSAT and SCORE reports and ESFA data quality tools, ensuring that F&HE records are maintained and optimised for each return.
4. To manage relationships with OFS, ESFA and GMCA in matters relating to F&HE delivery and funding.
5. To appraise and advise the Group on matters relating to F&HE funding guidance and compliance changes, as well as opportunities for business growth through new or updated funding opportunities.
6. To provide training to Group colleagues in matters relating to F&HE funding guidance updates, including compliance and process changes.
7. To develop processes that deliver effective and efficient ways of working, whilst achieving a good balance between data and people centric solutions.
8. To work closely with the Head of MIS Systems and Business Intelligence to review the F&HE data management systems, structure and architecture, ensuring effective integration and efficient processes that deliver an excellent learner and customer experience.

Version	Draft
Last Updated	30/03/2022

9. To work as part of the MIS Management Team to deliver an effective and efficient curriculum planning process for F&HE, and oversee the maintenance of the Course Masterfile and Timetable for F&HE provision.
10. To provide regular F&HE performance reports and indicators of risk to Group managers and the Leadership Team.
11. To work closely with the curriculum and business development leaders responsible for the delivery of F&HE to ensure they have access to, understand and use key operations, performance and risk identification reports.
12. To liaise with Business Development, Curriculum and Quality Department colleagues to manage awarding body requirements, providing support for these activities as required.
13. To contribute to the effective management of Data Protection compliance within the Department and across the Group, championing good practice and closely monitoring compliance with Group policies and procedures.

### **Physical/Financial Resources**

1. To advise the Assistant Principal for Funding, Planning and Performance in drawing up income and expenditure budgets for the Team.
2. To be responsible for the approval of timesheets/training schedules ensuring the information is accurate, HR is notified and the correct payments to staff are made.
3. To contribute to the delivery of income targets and ensure that the Department's activities maximise cost efficiency and income.
4. Ensure the team meets health and safety requirements, undertakes appropriate health and safety risk assessments and reports any issues to the Health and Safety advisor as required.

### **Management and Leadership of People**

1. Promote the Group values through your personal leadership style and behaviours.
2. Carry out high quality appraisals ensuring appropriate objectives are set, training needs are identified, effective feedback is given and underperformance is addressed.
3. Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
4. To undertake/ensure that Human Resources processes and procedures are implemented including recruitment and selection, absence management, probation and induction ensuring the delivery of an efficient curriculum area which meets the needs of learners and employers.
5. To ensure that effective communication takes place across the team, good practice is shared, problems are raised and solutions identified.
6. Any other duties that your line manager may instruct you to carry out in line with the role.

Version	Draft
Last Updated	30/03/2022

**General**

1. To undertake risk assessments and comply with the college's risk management audit requirements.
2. Be committed to personal professional/vocational development and participate in the college's appraisal process and training and development activities as required.
3. To undertake such other duties that may be reasonably required by the Principal commensurate with grade.

**Equality and Diversity:**

1. To comply with the requirements of the college's Equality & Diversity Policy and promote equality & diversity at all times.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To comply with the requirements of the Health and Safety at Work Act 1974 and fulfil your duties in accordance with the college's Health & Safety Policy and procedures.
3. To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Version	Draft
Last Updated	30/03/2022

## Review

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

### Person Specification – F&HE Funding and Compliance Manager

Attributes	Essential	Desirable
<b>Values and Behaviours</b>		
Be <b>bold</b> in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential	<input type="checkbox"/>	
Be <b>ambitious</b> for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.	<input type="checkbox"/>	
Show <b>respect</b> for all those that we meet on our journey through life	<input type="checkbox"/>	
<b>Collaborate</b> through effective and supportive <b>teamwork</b>	<input type="checkbox"/>	
Demonstrate a <b>professional</b> attitude at all times	<input type="checkbox"/>	
<b>Qualifications</b>		
An IT or related Degree or equivalent professional experience	<input type="checkbox"/>	
Level 2 Literacy/English and Numeracy/Maths, or equivalent	<input type="checkbox"/>	
<b>Relevant Experience</b>		
Substantial experience in leading a team, delivering high quality outcomes in continuous changing environment.	<input type="checkbox"/>	
Expert knowledge of Further and Higher Education funding rules, compliance requirements, returns and systems	<input type="checkbox"/>	
Knowledge of ESFA funding assurance practices, including data compliance and controls	<input type="checkbox"/>	
Knowledge of OFS funding assurance practices, including data compliance and controls		<input type="checkbox"/>
Experience of undertaking the role of “Super User” for system such external ESFA, DfE and LRS Portals		<input type="checkbox"/>
Knowledge of Database and Windows applications.	<input type="checkbox"/>	
Have experience of adhering to compliance requirements within an education establishment	<input type="checkbox"/>	
Possess extensive experience of data management, use of student records systems and associated tools	<input type="checkbox"/>	
Ability to build networks and relationships and understand stakeholder perspectives for the benefit of the organisation.	<input type="checkbox"/>	
Experience of monitoring budgets	<input type="checkbox"/>	

Version	Draft
Last Updated	30/03/2022

Adopt a positive and enthusiastic approach to work, with a customer-focused attitude.	<input type="checkbox"/>	
Be committed to equal opportunities, customer care and quality improvement.	<input type="checkbox"/>	
A flexible working attitude towards duties and responsibilities	<input type="checkbox"/>	
Possess excellent organisational skills and ability to prioritise workloads and manage resources.	<input type="checkbox"/>	
Sets and monitors targets and is able to schedule and prioritise work to meets target.	<input type="checkbox"/>	
Be able to work effectively under pressure to deadlines.	<input type="checkbox"/>	
A commitment to safeguarding and the promotion of the welfare of children and adults at risk	<input type="checkbox"/>	
Possess excellent oral and written communication skills	<input type="checkbox"/>	
Possess the ability to work on own initiative as well as a motivated and committed team player	<input type="checkbox"/>	
Evidence of continued professional development relevant to the post.	<input type="checkbox"/>	

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