**The Role**

The Director of MIS & Funding is a key strategic and high profile role across the Group and reports into the Deputy Chief Executive Officer.

As an organisation, we recognise the need to take an insight informed approach to all that we do. You will provide

strategic direction and leadership in the use of information and data, supporting the achievement of the groups goals

and objectives.

You will be responsible for providing effective strategic and operational leadership of the Management Information Service (MIS), the Examinations team, Business Intelligence and Business Support teams. Importantly, you will have overall responsibilibily for providing accurate and timely reports and information relating to funding and performance data, as well as ensuring timely submission of key statistical and funding returns to relevant agencies.

Building strong relationships with managers across the College is essential to proactively ensuring that data and information required by all stakeholders is available on a timely basis.

**Position Description**   
**Key Accountabilities & Responsibilities:**

1. To contribute to, and work as part of the College’s Strategic Leadership Team, including providing timely and accurate information to enable effective management decision making
2. Lead and manage the MIS, Business Intelligence, Examinations and Business Support teams ensuring that the teams meet the objectives and priorities of the the College and to maintain high levels of professional customer service with regard to student, staff and external customer needs
3. Lead, manage and review systems to ensure the effective collection, analysis of information related to College programmes, learners and accommodation, leading to the production of accurate student records to inform the timely completion of all funding agency returns and use of data in promoting a culture of continuous improvement.
4. Use your data management and analytical skills, together with business acumen, to understand needs and objectives and incorporate them into integrated information solutions that will help the organisation improve
5. To contribute to the business planning processes including reporting assisting with strategic planning for curriculum development and financial planning including the responsibility for the planning and modelling systems
6. To provide proactive strategic guidance on MIS issues and the implications of funding and funding changes
7. To ensure data complies with funding and audit guidance and advise where issues arise
8. Ensure statutory data validation processes and returns take place within the timeframes set out by external bodies
9. Timely production of validated data to meet the other requirements of the current funding organisations
10. To provide clear, accurate, and regular Management Information reports to inform strategic planning and to assist in operational decision-making
11. To advise staff on methods of accessing information and to provide in-house training for staff in the use of MIS systems and other systems as appropriate
12. Be responsible for ensuring Key Performance Indicators are regularly monitored and any issues reported to leaders and managers
13. To lead and liaise with internal and external auditors in relation to systems and data audits
14. To review and improve data lead systems and processes to support staff in delivering their roles, including the corporate timetabling system
15. To lead on the production of statistical reports and analysis for presentation to a variety of internal and external bodies
16. Maintain a good knowledge of relevant funding frameworks and methodologies
17. Attend and represent the College at sector specific groups to maintain sector knowledge and professional awareness of developments surrounding learner information management
18. To performance manage and motivate staff within the MIS team to ensure an efficient and effective service, carry out their appraisals and produce an annual staff development plan
19. Ensure necessary system maintenance and upgrades are planned, communicated and implemented with minimal impact on business operations identifying any relevant training requirements which staff may need to be trained on or notified of the changes

**Professional Practice and Values**

1. To contribute fully to the mission and values statement of the College Group ensuring its effective implementation in all aspects of College life.
2. To take a proactive approach and responsibility for personal professional development, Health & Safety, and meeting other regulatory compliances (e.g. GDPR, DPA, Safeguarding), thereby enabling safe and professional working practices to be observed at all times.
3. To support cross college actives as required in particular the key enrolment and invigilation periods.
4. Carry out any other relevant and appropriate duties as determined by the needs of the service and as appropriate to the grade.

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| **PERSONAL ATTRIBUTES, QUALIFICATIONS & EXPERIENCE** | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| 1. Qualified to degree level in a relevant subject or equivalent |  | √ |  |
| 1. Experience of managing complex and diverse groups of stakeholders and engaging at both a strategic and operational level | √ |  |  |
| 1. Experience of analysing business needs and producing solutions | √ |  |  |
| 1. Experience of developing/implementing/managing systems to ensure, repeated, accurate reporting of records to external agencies by deadlines | √ |  |  |
| 1. Experience of developing effective systems associated with maintaining the integrity, accuracy and completeness of large databases, including student record and course records | √ |  |  |
| 1. Experience of validating and submitting ILRs | √ |  |  |
| 1. Experience of College funding rules and requirements | √ |  |  |
| 1. Understanding of retention and achievement methodology for all funding streams | √ |  |  |
| 1. Ability to work under pressure and to deadlines | √ |  |  |
| 1. Ability to write complex SQL queries to extract information |  | √ |  |
| 1. Ability to produce reports in Power BI |  | √ |  |
| 1. An high level of understanding of current relationships between the student record database, the individualised student record and funding agency requirements for data standards and data submission | √ |  |  |
| 1. An ability to identify requirements, specify, develop and produce accurate reports upon stored data which inform and support Group functions and strategic planning | √ |  |  |
| 1. The ability to respond to changing requirements for data and lead the corresponding development of the technical and administrative operations required to meet those changes | √ |  |  |
| 1. An understanding of and the ability to implement the Group’s Equal Opportunities Policy and Quality Assurance Policy in the curriculum | √ |  |  |
| 1. Effective oral and written communication skills and the ability to produce clear analytical reports | √ |  |  |
| 1. Extensive experience of the ProSolution and related products |  | √ |  |
| 1. Extensive experience of the 4Cast planning |  | √ |  |
| 1. Excellent inter-personal skills. | √ |  |  |
| 1. Commitment to achieving targets and high standards | √ |  |  |
| 1. A committed and enthusiastic approach to working | √ |  |  |
| 1. A client centred approach to business support delivery | √ |  |  |
| 1. A flexible attitude to changing demands from clients | √ |  |  |