JOB DESCRIPTION

JOB TITLE	Reporting and Systems Lead
PAY/GRADE	Point 41, £45,559 per annum
HOURS	37 per week, all year round, to be worked flexibly
REPORTS TO	Group Director of MIS
LOCATION	Peterborough College

JOB PURPOSE

Working alongside the rest of the MIS team and working closely with the Group Director of MIS to design and develop sustainable, high standard management reports and provide a data analysis service to meet the College's internal and external reporting requirements.

The role is fundamental to the process of ensuring the timely and accurate provision of management information using SQL Server Management Studio (SSMS) and SQL Server Reporting Services (SSRS) and a variety of other systems/tools to meet the college's internal and external reporting requirements.

The role is responsible for:
- developing and overseeing the learner record system for the collection, processing and reporting on all course and learner data, student performance and monitoring
- developing data dashboards and reports on all data relating to learners, including income generation, attendance, retention, achievement and equality and diversity across the Group
- ensuring appropriate and accurate reports are available to drive the business of the Group
- Specifying systems, processes and procedures to support groupwide functions and maintaining both new and existing systems and enhancing these systems to continually improve them.

DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to the following areas:
- Lead the MIS Systems and Reporting Team, investigate and evaluate business MIS needs and work with the Group Director of MIS to implement change and best practice and deliver first class services to all stakeholders and customers
- Ensure corporate and reporting systems meet current and future requirements both internally and externally.
- Design, develop and maintain reports, dashboards and other business solutions, using current technologies such as Microsoft Visual Studio, Power BI and SQL Server Reporting Services, Web Services, and Microsoft Applications, in line with the approved College strategy.
- Work with other departments where necessary to contribute to the integration of cross college systems to improve efficiency.
- Proactively review, develop and maintain a comprehensive suite of reports to meet the College's internal and external reporting requirements.
- Design and maintain reporting systems, ensuring efficient extraction of data and developing reports for ease of use irrespective of their complexity.
- Assist the Group Director of MIS in the development of the Student Record system.
- Prioritise work and workloads in line with the department's operational plan.

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- Work closely with the IT Network and Support teams to deliver new services and applications, as instructed by the Group Director of MIS
- To document reports and applications to support end users to understand their use and structure.
- Attend sector specific groups to represent the Group, maintain sector knowledge and professional awareness of developments surrounding student information management
- Be an expert user of the College's MIS systems and develop a comprehensive understanding of underlying data structures.
- Liaise with software suppliers in the installation and maintenance of software. To ensure software is installed and operational across the network or locally, ensuring security of access and in liaison with IT Services.
- Undertake training and personal development in order to keep up to date with developments in technologies relevant to improving MIS.
- Provide training and support to Curriculum and Business Support staff and others on new developments and integration of systems.
- Ensure that automated data output operates correctly, providing up to date accurate information, in various formats
- Work flexibly to meet agreed deadlines and targets, as and when required.
- To undergo user training as required to maintain an up to date knowledge of their operation
- Develop and maintain an excellent knowledge and understanding of ESFA, CPCA and OfS funding methodologies and data requirements
- Advise the college group in maximizing the long-term investment in MIS systems for the benefit of both the students and the business needs of the Group
- Set up new staff on the MIS and enable correct access rights and training in relation to the student record system, reports and dashboards.

LINE MANAGEMENT

- Carry out the full range of line management duties for staff in your area, including recruitment and selection, induction, probation, professional development, workload management/ timetabling, performance management, discipline, grievance, absence management, appraisal, wellbeing, coaching and mentoring of staff.
- Provide dynamic team leadership that contribute to the creation of a culture that encourages productive team working.

OTHER

- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of the Group's Strategic Aims, Objectives and Values
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role
- Promote and consistently exemplify behaviours in line with IEG Core Values
- The postholder will be required to encompass the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility
- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commit to and uphold the Group's Environmental Policies and aspirations for sustainable learning provision
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the Group
- Promote and consistently exemplify behaviours in line with IEG Core Values

- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal and service level agreement process
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- To carry out such duties as may be determined from time to time within the general scope of the post.

<u>Please Note</u>

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

TERMS AND CONDITIONS	
Contract	IEG Technical Specialist – permanent contract
Pension	Local Government Pension Scheme
Holiday	30 days per annum, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours between 8:30 am to 5pm Monday to Thursday, 8:30 am to 4.30pm Friday
APPLICATION PROCESS	
Applications should submit an online application form detailing how they meet the essential criteria in the Person Specification.	
https://www.ieg.ac.uk/work-for-us/	

PERSON SPECIFICATION Reporting and Systems Lead						
Criteria	**Essential or Desirable**		**Assessment Method**			
			A	**I**	**T**	**R**
QUALIFICATIONS	**E**	**D**				
Educated to Degree Level or equivalent qualification in an Information Systems related subject.	E		✓			
Specialist knowledge acquired through post-graduate courses or experience to Masters equivalent level	E		✓			
Minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		✓			
Leadership & Management qualification, or willing to work towards.	E		✓			
Up to date qualification in Microsoft SQL Server, Business Intelligence and Microsoft Reporting Services		D	✓			
Project management qualification	E		✓			
Evidence of Continual Professional Development	E		✓			
EXPERIENCE						
Significant experience in a senior role in MIS in the FE sector	E		✓	✓		
Significant experience writing SSRS reports and PowerBI dashboard	E		✓		✓	
Managing the successful development, implementation and oversight of large scale MIS projects	E					
Development and oversight of MIS policies and procedures	E					
Experience of multi-site MIS operations which operate independent systems		D	✓	✓		
Experience of presenting at Executive and Board level		D	✓	✓		
KNOWLEDGE						
Understanding of database concepts and management	E		✓	✓		
Excellent understanding of MIS systems in FE and the funding methodology (including apprenticeships)	E		✓	✓		
Use of College Management Information Systems and related software	E		✓	✓		
Working knowledge of technical report writing	E		✓	✓		
Ability to use SQL reporting language and ability to use report writing software	E		✓	✓		
KEY SKILLS						
Excellent oral and written communication skills and the ability to communicate effectively with internal and external contacts	E		✓	✓	✓	✓
Excellent planning, organisation and administrative skills	E			✓		✓
Ability to resolve complex issues						

		A	I	T	R
Ability to work quickly and accurately under pressure	E		✓		✓
Analytical and methodical approach to problem solving	E		✓		✓
Proactive and professional manner with a 'can-do' approach	E		✓		✓
Collaborative approach to cross departmental working and the ability to build, and maintain, strong working relationships at all levels; both internally and externally	E		✓	✓	✓
Advanced IT skills - Microsoft .NET (C#,VB.Net and ASP.Net), Microsoft SQL Server, PowerBI, Visual Studio, Azure DevOps, HTML, CSS, JavaScript, Bootstrap, jQuery, Rest API	E		✓	✓	✓
Ability to work flexibly, prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E		✓		✓
Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws	E		✓		✓
The ability to work well as part of a team and independently	E		✓		✓

Assessment Criteria: A = Application, I = Interview, T = Test, R = References