

Job Description

Directorate	Finance & Corporate Services
Department	MIS and Exams
Section	-
Job Title:	Business Intelligence and Systems Manager
Grade:	£36,000 - £38,000
Reports To:	Senior Funding and Planning Manager
Responsible For:	Data Services Team

Principal Accountabilities:

This role is responsible for leading the College's Data Services Team, including the development, maintenance and production of information systems which support the data requirements of the College.

Key Tasks:

Develop, implement and manage a reporting strategy that provides a common method to deliver reporting and supports strategic decision.

Lead, manage and develop the Data Services Team; to share knowledge and upskill, as appropriate.

Develop, document, and support a reporting service using the central student records system and other enterprise systems, for the use of College staff and external customers.

Analyse data tables in the College's student management information system to establish knowledge of data for accurate retrieval and use in report writing.

Provide a consistent and timely reporting service to all College stakeholders ensuring quality and accurate data is provided.

Develop specifications and plans for design, development, maintenance and enhancement of management information systems.

Manage the development, implementation and customisation of new systems.

Manage the support, maintenance and administration of the College student record system and provide support to other College systems as directed.

Manage the design and development of systems to agreed project deadlines to enhance current data collection and validation processes.

Manage the development and implementation of policies, technical procedures, and standards for preserving the integrity and security of data, reports and access.

Develop and maintain an excellent knowledge and understanding of 14-16, Further Education, Apprenticeship and Higher Education funding methodologies and data requirements.

Keep up to date with developments in IT technologies, investigating and proposing changes to reporting development and working practices to utilise new technology to ensure continuous improvements.

Manage the design and specification of systems and provide information as appropriate on limitations on any requests.

Provide training to staff in the use of the service as appropriate. Ensure that all staff are able to access the information they require and they are confident in using the software and interpreting the data and information presented.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are required to participate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the achievement of personal development.

Assist in the identification of all risks which could damage the reputation and financial viability of the College/Directorate/Section. To contribute to the identification of appropriate risk control measures and the implementation of these measures.

Such other relevant duties commensurate with the post as may be assigned by your Manager in agreement with you. Such agreement should not be unreasonably withheld.

Review:

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

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Section	-

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Attributes		Item	Relevant Criteria	How Identified	Essential/Desirable
1	Skills & Abilities	1.1	A proven track record of being able to prioritise and organise own work.	A/I	E
		1.2	Demonstrate the ability to work with accuracy and with attention to detail in a constantly changing environment.	A/I	E
		1.3	Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with which the College works in partnership	A/I	E
		1.4	Professional, enthusiastic and positive with the ability to stay calm under pressure and use own initiative.	I	E
		1.5	Capacity to work innovatively and independently	A/I	E
		1.6	Excellent timekeeping and attendance record.	I	E
2	General & Special Knowledge	2.1	Recent and relevant experience of data analytics and business intelligence.	A/I	E
		2.2	Experience of creating complex SQL scripts	A/I	E
		2.3	Experience of SQL Server database administration	A/I	E
		2.4	Recent and relevant experience in the use of a variety of systems and languages, e.g. SQL, Visual Basic, C# and SSRS.	A/I	E

		2.5	Experience in the administration of the Advanced suite of products, including ProSolution, ProMonitor and ProEngage.	A/I	D
		2.6	Experience of using PowerBI to develop dashboards that can be used by staff at all levels of the organisation.	A/I	D
		2.7	A good working knowledge of the Further Education sector	A/I	E
3	Education & Training	3.1	Educated to degree level, or equivalent, in an IT related discipline or equivalent proven professional experience.	A/C	E
		3.2	English and maths at Level 2 or above, or willing to work towards	A/C	E
4	Relevant Experience	4.1	At least 3 years' experience of working in a role related to information systems or preparing statistical reports	A/I	E
		4.2	Recent experience of managing a team in a FE environment	A/I	D
Key:		How Identified	A	Application	
			I	Interview	
			T	Test	
			C	Copy of Certificates	
			P	Presentation	