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| **AREA: FINANCE**  **POST: Head of Management Information Services and Funding** |

## POST AND RECRUITMENT DETAILS

CONDITIONS OF SERVICE

This is a full time permanent post. The terms and conditions of service will be those in operation at Eastleigh College from 1 September 1997. A copy of the Contract and Guidelines will be available to short listed applicants.

**Salary:**  up to £60,000 per annum

(fixed by the corporation & open to negotiations for an outstanding candidate)

**Hours:**  37 per week, 52 weeks per year

# CLOSING DATE

The closing date for applications is 3rd July 2020

INTERVIEWS

The interview date for this post is to be confirmed.

If you have not heard from us by 2 weeks after the closing date, please assume your application has been unsuccessful. We do not normally acknowledge receipt of application forms due to the high cost of postage. However, if you wish your application to be acknowledged, please stamp and address the enclosed postcard and we will return it to you on receipt.

### ANNUAL LEAVE

The annual leave year runs from September – August and the allowance for this post is **35 days** pro rata in addition to bank holidays.

NO SMOKING

For Health and Safety reasons the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

JOB SHARE

Where a post is recruited to on a job share basis, all statutory holiday benefits will be shared equally between the two post holders.

QUALIFICATIONS

If you are short listed to interview you will be required to bring with you original copies of the certificates for all qualifications listed on your application form.

DBS

Offers and continuous employment are subject to the following pre employment checks being completed to the satisfaction of Eastleigh College:

* A new Criminal Record Disclosure and Barring Service Check (DBS) which the College will administer for you
* References
* Proof of the right to work in the UK
* Qualifications (required for the role)

**Please note we are unable to confirm your employment at the College until we have received these.**

**N.B.** If you are already in possession of an enhanced DBS certificate which is dated post 17th June 2013 and you have a subscription to the update service you will need to bring that certificate to the HR department for verification against the DBS update service.

**JOB DESCRIPTION**

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| **Area/Section: Finance**  **Post Title: Head of Management Information Services and Funding**  **Responsible to: Vice Principal Finance and Funding** |
| **OUTCOMES**   * To develop and lead the Management Information Service, including Student Records and Examinations teams * To provide the College with comprehensive, reliable, relevant and up-to-date information and report facilities to support recruitment of learners, income monitoring and learner progress including data analytics * To ensure that data and information required by all stakeholders, awarding organisations, funding bodies and agencies is accurately prepared, submitted and available on a timely basis. * To be responsible for the accurate interpretation, implementation and compliance with all regulations relating to funding through a thorough understanding of funding methodologies * To manage the administration and central co-ordination of the administrative aspect of partnerships, franchises and other external contracts * To lead on curriculum planning |

**COLLEGE COMPETENCIES**

Planning & organising

Managing (time, resources and people)

Problem solving

Customer care

Communicating

Working with others

**MAIN DUTIES AND RESPONSIBILITIES**

* To ensure that processes for the capture and maintenance of all student data are effective and efficient,
* To maintain and develop the College student databases ensuring that course and student data is held securely, with integrity and meets all regulatory, statutory and internal requirements.
* To ensure that appropriate information and data is accessible, transparent, accurate and understandable for all relevant stakeholders to support effective decision making.
* To manage and deliver timely and reliable information and management reports in accordance with agreed plans and schedules.
* To liaise with users and data providers to ensure that demands for data are reasonable and that information requirements for clients are being met.
* To ensure that ad-hoc requests for information, reports and statistics are correctly interpreted and complied with
* To ensure that student data and statistical returns required by all stakeholders and external funding bodies/agencies is prepared and submitted to the specified format and deadlines
* To be overall responsible for all examination and registration arrangements, ensuring all requirements are met
* To be overall responsible for the production and maintenance of registers and attendance data for all programmes of study
* To establish auditing procedures across the College for monitoring accuracy and comprehensiveness of student data
* To be the key audit liaison officer in respect of internal and external auditors (student data) ensuring that the College complies with audit requirements, that suitable audit trails exist and that appropriate actions are taken in response to recommendations.
* To be responsible for the accurate interpretation, implementation and compliance with all regulations relating to funding through a thorough understanding of funding methodologies
* To manage the administration and central co-ordination of the administrative aspect of partnerships, franchises and other external contracts
* To effectively lead and co-ordinate the development and measurement of appropriate service standards
* To advise staff throughout the College on systems and procedures as appropriate
* To lead, develop and manage the staff within the Department
* To participate in the College's Appraisal Scheme.
* To actively promote the equality of opportunity for all staff and students at all times.
* To undertake any other such duties and responsibilities as required of such a post and grade.
* To ensure compliance with the General Data Protection Regulations
* To comply with the College's published policies, in particular those regarding health and safety and equal opportunities.
* Co-ordinate the annual curriculum planning process in partnership with the Finance Director and VP Curriculum, specifically ensuring that the curriculum plan is:
  1. Informed by and responsive to the needs of the local and regional economy whilst providing students with attractive career and employability focused programmes
  2. Informed by and responsive to national policy drivers
  3. Sustainable, viable and efficient
  4. Supportive of the achievement of the strategic objectives of the college
* Lead on the provision of Labour Market Information (LMI), competitor analysis and strategic research to ensure that strategic decision making is well-informed and evidenced based
* Scan the external landscape to anticipate changes in the overall funding and policy environment, providing strategic advice to support SMT

**Eastleigh College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| **College Competencies and Performance Indicator** **Level 4** | |
| **Communicating** | **Imparting or exchange of information, ideas, feelings using appropriate methods. Anticipating and making provision for the communication needs of others.**  **Activities which demonstrate competence:**  Thinks about what they are saying in response, avoids waffle and confusion.  Ensures all relevant individuals are aware of necessary information to make correct decisions.  Helps others to improve communication skills.  Actively promotes two way communication using various methods to promote an open and honest dialogue.  Uses one to ones to identify team issues |
| **Customer/**  **Student Care** | **Identifying the needs of internal and external customers and works to exceed the customers’ expectations by delivering a high standard of service or solution.**  **Activities which demonstrate competence:**  Empowers colleagues to deliver good customer/student care  Gives feedback to others on the standard of customer/student care  Identifies and actions strategies to put into place to improve customer/student care. |
| **Developing (Self and/or others)** | **The ability to maintain a high standard of professionalism and performance by identifying and creating development opportunities for oneself and/or for others**  **Activities which demonstrate competence:**  Identifies staff development needs and supports individuals to meet those needs through training or coaching and inspires them with the excitement of learning.  Takes and implements difficult and/or unpopular decisions  Confronts performance issues and resolves them with the people involved.  Initiates projects designed to enhance the quality of learning  Has clear agreement of what is expected of others and holds them to account.  Monitors the initiatives designed to enhance the quality of learning outcomes  Identifies issues, concerns and/or questions for the development of professional practice  Shares best practice and encourages excellent performance form the team  Maintains high professional standards (CPD), ensures knowledge of own area. |
| **Managing (Time, Resources, People)** | **The ability to manage time, resources and/or people to create the right climate in which college and personal objectives are reached.**  **Activities which demonstrate competence:**  Providing Leadership & inspiration in the professional development of colleagues and team  Makes decisions based on the strategic direction of the college  Demonstrates a highly visible leadership style by leading from the front & by example  Evaluates existing and potential competitors to identify competitive differences  Controls costs and looks for ways to deliver against financial targets  Produces a range of proposals to develop the business in accordance with strategy  Is willing to take calculated risks to develop the business  Articulates a clear vision and direction that is communicated to others  Generates commitment and enthusiasm in the team  Briefs the team about all changes and decisions that affect them all  Inspires team members to believe they can and want to achieve objectives & goals.  Spends time with all team members; observes and coaches, carries out one to ones on a regular basis.  Looks at the bigger picture –Identifies what is important and what is urgent, avoids fire fighting  Ensures structures and workloads are robust and effective |
| **Planning and Organising** | **Establishing an appropriate course of action for self and/or others to accomplish a goal. Acquiring and using the necessary resources (e.g. materials, people, location, time) to reflect priority, number and complexity of activities undertaken**  **Activities which demonstrate competence:**  Delegates responsibilities to others appropriately  Coaches on time management skills  Plans activities and promotes key objectives in relation to changing college demands  Makes use of available resources  Keeps within budget guidelines  Establishes a vision for the team and identifies goals to be achieved by the team towards that vision |
| **Problem Solving** | **Identifying a potential problem, propose solutions that best fit the college and customer/student needs**  **Activities which demonstrate competence:**  Analyses potential problems and puts in place processes to prevent or minimise them.  Not afraid to explore, in a non – judgmental way, mistakes for learning points and communicating those widely.  Objectively investigates the facts/data and analyses the full situation to consider possible explanations of the problem  Gathers information and evaluates  Ensures all information is properly evaluated  Presents solutions not problems |
| **Valuing Diversity** | **Responds sensitively to cultural differences within the team and wider working environment, remains flexible and open minded to others views and experiences**  **Activities which demonstrate competence:**  Analyses potential problems and puts in place processes to prevent or minimise them.  Considering the diversity of others when formulating teaching/learning goals  Pitches tasks at the appropriate level for students/staff |
| **Working with Others** | **Being able to work in a team environment, employing a keen and professional attitude and showing respect for others**  **Activities which demonstrate competence:**  Identifies and develops teams to deal with site issues  Networks extensively  Promotes and develops cross-functional team working and college values |

**PERSON SPECIFICATION**

**Post Title: Head of MIS and Funding**

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| 1.  EDUCATION/  QUALIFICATIONS |  | **Weighting** | **Where will this be identified? *Tick boxes*** | |
| **App**  **Form** | **During**  **Selection** |
| Educated to degree level or equivalent | 3 | ✓ |  |
| Leadership and management or a relevant professional qualification | 2 | ✓ |  |
| 2. SKILLS KNOWLEDGE EXPERIENCE | Understanding of database concepts and management | 4 | ✓ | ✓ |
| Deep understanding of the use of, Excel and report writing | 4 | ✓ | ✓ |
| SQL skills | 2 | ✓ | ✓ |
| Ability to interpret and analyse data and apply complex regulations and guidance | 4 | ✓ | ✓ |
| Comprehensive, recent experience of manipulating and analysing learner data | 1 | ✓ | ✓ |
| Comprehensive, recent experience of learner MIS and examination administration | 1 | ✓ | ✓ |
| Application of ESFA, GLA, OfS funding methodologies | 1 | ✓ | ✓ |
| ILR generation, FIS and DSAT software | 1 | ✓ | ✓ |
| Commitment to high levels of accuracy with excellent attention to detail and a strong analytical and technical mindset | 4 | ✓ | ✓ |
| Ability to work under pressure responsively and flexibly according to the demands of the role | 4 | ✓ | ✓ |
| Ability to work to fixed deadlines | 4 | ✓ | ✓ |
| Ability to multi-task, show initiative and be self-motivated with a pro-active approach | 4 | ✓ | ✓ |
| Strong IT skills and the ability to pick up new skills and software packages quickly | 4 | ✓ | ✓ |
| Experience of managing staff | 4 | ✓ | ✓ |
| 3. COMPETENCIES  *For all staff four key competencies are to be used as criteria. Only Managers are to be assessed on six competencies* | Planning & Organising |  | ✓ | ✓ |
| Managing (time, resources and people) |  | ✓ | ✓ |
| Problem Solving |  | ✓ | ✓ |
| Customer Care |  | ✓ | ✓ |
| Communicating |  | ✓ | ✓ |
| Working with others |  | ✓ | ✓ |

**Weighting**

This form will be used to assess a candidate’s suitability for the post. The specifications listed in boxes 1 and 2 must be given a weighting in importance for the role as per the following guidelines:

1 = Desirable but not essential to the role

2 = Desirable but will only be relevant on occasions

3 = Essential – must have currently or has the potential to undertake development

4 = Critical - A significant requirement.

N.B. Ideally applicants should be able to meet all essential requirements of the job and it will be to their advantage if they are able to offer some of the lower weighted elements. The boxes on the right are to specify where the evidence may be identified. In some instances both boxes may be ticked. **Only use those ticked for application form for short listing purposes.**