

## Job Description

Post Title: **Funding and Data Officer**

Responsible to: **Data Manager**



### **Purpose of the role**

Facilitate the effective administration of student records, timetabling and registers, ensuring the accuracy of student, curriculum and funding data to ensure timely and valid data reports to be generated. Also providing an effective interface between curriculum areas and resource utilisation in accordance with College policies and procedures.

### **Main responsibilities and duties**

#### **TIMETABLING AND REGISTER**

1. Be responsible for the collection, selective input and processing of timetabling and register data and to ensure timetables and any modifications are input and completed accurately in accordance with prescribed time-scales.
2. Use own initiative and liaise with Heads of Departments to deal with register / timetabling / Accommodation issues, including negotiation, and inform Timetabling Team Leader of matters that require further investigation.
3. Responsible for the efficient and effective integration of other demands on accommodation, including examinations, lettings, events and meetings.
4. Optimise the use of resources in the timetabling process ensuring full compliance with relevant policies, procedures and standards.
5. To be responsible for the preparation and execution of Room Surveys, including register audits.

#### **STUDENT AND COURSE RECORDS**

1. To maintain accurate computerised student records based on comprehensive knowledge of, and in accordance with, the rapidly changing funding legislation and requirements of the College's Management Information System, Government Funding Bodies, i.e., FE & HE funding, and the general management of the College.
2. To be responsible for evaluating and amending student data and implementing student course changes and related fee adjustments, whilst maintaining student confidentiality.
3. To liaise directly with students and externals regarding regulations and fee advice.
4. Have a detailed understanding of current regulations and new projects and give advice to colleagues, students and the general public.
5. To liaise with the Data and Software teams to ensure systems and validation reports are robust and actioned.
6. Maintain the course file, ensuring all course data is accurate, reflects the offerings of the college and complies with funding and audit requirement.
7. Ensure funding and compliance reports, such as DSAT, SCORE etc. are comprehensively reviewed, with actions taken to ensure funding claims are complete and compliant.

### **General**

1. As directed by the Data Manager, provide an efficient and effective level of support for the Management Information System and its operations, including the preparation of statistical records and in particular in the compilation of ILR and related claims for funding including contract management reports.
2. To adopt a proactive approach to liaise with and respond, in an efficient and professional manner, to all enquiries relating to a wide range of funding and data

related issues. To work at all times in close co-operation with team members and faculties within the College to ensure an efficient flow of information and to provide support in those areas as required.

3. Using the appropriate validation and checking tools to ensure submitted data is complete, compliant and maximises funding and KPIs (for example DSATs, FIS, HUB, Score reports).
4. To prepare and maintain files of all primary documents as required for audit purposes and to be involved in sample audits throughout the year to check compliance with funding and data processes.
5. Assist in the provision of regular and ad-hoc reports on specific data as required by management.
6. To undertake the training and mentoring of new staff.
7. To be involved in the key College enrolment dates. To process student information including the assessment of related fees and the direct entry of data to the computerised record system.
8. To respond efficiently and professionally to enquiries and to maintain good relations with all clients.
9. To work co-operatively with all other sections in the provision of a corporate College service.
10. You may be required to undertake such other duties, commensurate with your grade and hours of work as may reasonably be required.
11. To take responsibility for one's own continuous and professional development.
12. To ensure compliance with the Data Protection Act and Freedom of Information Act.
13. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.

### **Corporate Responsibilities**

- To share and demonstrate the values of the College.
- To adhere to all College regulations including financial regulations.

### **Qualifications**

- GCSE Math's and English grade 4 qualifications or recognised equivalent or to attain within the probationary period
- Level 2, or equivalent, in Administration
- Qualification in Information Technology

### **Knowledge**

- Working knowledge of Microsoft, Word, Excel, Access
- Working knowledge of Management Information Systems
- Knowledge of Timetabling using EBS 4
- Knowledge of Register Administration using EBS4
- Awareness of Funding and Audit requirements

### **Competencies**

- Competence in the use of MIS software within an Education environment
- Evidence of:
  - effective communication skills
  - effective organisational skills
  - a high level of accuracy and attention to detail
  - setting up and maintaining effective and supportive administrative systems and procedures
- Proven ability:
  - to work as a proactive team member
  - to manage, analyse and manipulate data
  - to efficiently process data electronically

- to deal effectively and efficiently with a broad spectrum of people in a wide variety of circumstances
- to prioritise work and work to deadlines
- to work under pressure
- to think and act effectively and have a creative approach to problem solving
- able and willing to work with minimum supervision, and to demonstrate initiative

### **Other Requirements**

- Able to travel as necessary to fulfil the duties of the post.
- A commitment to on-going personal development and willingness to attend appropriate training courses, which may require overnight attendance.
- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays.
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children.
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonable be required and from any building, location or premises of Wigan & Leigh College conducts its business.

This is a description of the job as it is at present, and is current at the date of issue. The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated and that it relates to the job to be performed.