

Job Description

Post:	Management Information Officer
Salary Grade:	Band 7
Responsible to:	Head of Data Support and Exams
Responsible for:	MIS

Key Purpose

To ensure an effective and efficient data administrative service within the MIS Team
To act as point of contact for all staff regarding student and course data

Duties & Responsibilities

A	To participate in key College processes as required.
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
C	To work flexibly in the interests of the organisation as required.
D	To participate in performance reviews and to undertake staff development activities as appropriate.
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.
F	To maintain accurate course information e.g. setting up courses as requested through the curriculum planning processes and course change requests.
G	To support curriculum teams with timetables and registers.
H	To liaise with the Exam section regarding up-to-date qualification codes, exam and registration fees, assisting with room bookings for exams
I	To enrol learners on to the student records systems and support temporary enrolment staff to ensure that student records are accurate.
J	To action all MI Requests as requested including timetable changes, learner detail changes, benefit evidence change etc, register mark changes
K	To liaise with and support Curriculum Areas and Tutors during all data reconciliation exercises, internal and external inspections and audits
L	To ensure that learner's completion and outcomes are recorded at the end of the course including checks on the last date of learning.
M	To maintain accurate and complete learner data, liaising with learners and relevant staff to resolve missing or incomplete data.
N	To ensure specific programme area student and course data hygiene is actioned
O	To reconcile Community registers at the end of the course, checking learners have attended the minimum Guided Learning Hours (glh), withdrawing learners etc
P	Quality check paper registers and off site enrolment forms
Q	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Relevant Level 3 qualification e.g. Business Administration/IT or willingness to obtain	Certificate			
	2	Literacy Level 2	Certificate			
	3	Numeracy Level 2	Certificate			
	4	IT Level 2	Certificate			
Professional Development	5	Evidence of ongoing professional development	Application			
Experience	6	Experience of working within an administration environment	Application/ Interview			
	7	Experience of working within a college quality assurance system	Application/ Interview			
Knowledge	8	Knowledge of FE systems and procedures	Application/ Interview			
Skills/ Qualities	9	Ability to work co-operatively with others and maintain positive working relationships	Application/ Interview			
Other	10	Ability to achieve objectives	Application/ Interview			
	11	Ability to communicate effectively both orally and in writing	Application/ Interview			
	12	Good organisational skills	Application/ Interview			
	13	Commitment to Quality and continuous improvement	Application/ Interview			
	14	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview			
	15	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview			
	16	DBS Check acceptable to college will be undertaken for successful applicant	Application/ Interview			

