

Job Title: MIS Report Writer and Developer

Grade: PM2

Responsible to: Head of Registry Services

1. Purpose of Job

- To administer, install, monitor, maintain, and performance tune the MIS database, while ensuring high levels of data availability.
- To ensure the accuracy and validity of ILR data submitted to funding bodies
- To develop, implement, and oversee MIS policies and procedures to ensure the integrity and availability of the MIS and accompanying software.
- To provide data, information and management reports to aid decision making across the college.
- To support managers and staff in analysing data and information.

2. Principal Accountabilities

System Development and Maintenance

- To be primarily responsible, on a daily basis, for ensuring the MIS is fully operational.
- Develop and maintain an in depth knowledge of the functionality and data structures within the MIS.
- Ensure the stability and reliability of data access and data quality across the College via ongoing MIS support and maintenance.
- Identify improvements to data handling and processes.
- Identify opportunities throughout the college to use the MIS system to make processes more efficient
- Develop the systems of data entry and report production to maximise their efficient, effective and economic operation by staff
- Assist the registry team with data cleansing and ILR validation, ensuring deadlines are met
- Liaise with the IT team to ensure relevant network components are installed and configured to ensure database connectivity as well as database consistency and integrity.
- Develop data standards including adherence to the Data Protection Act and best practice across the sector
- Design, develop, and deliver MIS applications training programs and individual support
- Assist the registry team with the creation and maintenance of the annual course file, using 4Cast and ensuring all changes are processed timely and accurately
- Assist the Head of Registry Services in ensuring that enrolment forms collect the correct ILR data

- Submit funding returns in a timely manner when required
- Assist in internal and external audits including Ofsted, funding audits and exam inspections

Reporting

- Using Microsoft Reporting Services create and maintain the required MIS related reports in response to curriculum, quality and management needs.
- Liaise with registry team to ensure key data is available for purposes such as funding returns, financial audits and exam inspections
- Develop and keep up to date with FE funding and performance monitoring methodologies in order to create and maintain clear and meaningful funding and performance reports (including retention, achievement, progression and attendance)
- Check ILR data against ProAchieve data, ensuring ProAchieve reports are providing accurate information
- Validate Qualification Achievement Reports against internal data and reports
- Fully understand the impact that MIS data has on funding and interpret the implications to funding of changes in curriculum, advising managers as necessary
- Publish reports and KPI Dashboards via Staffnet
- Ensure data on Columbus is aligned with the MIS suite of reports
- Disseminate reports and train staff in the most effective use of reports
- Provide a service to teams across the college in analysing data and information.
- Create monthly report on activities to line manager.

3. General

- Attend meetings as and when required
- Develop a constructive working relationship with curriculum and support staff, at all levels of the college and liaise with auditors and external agencies, as required.
- Undertake appropriate continuing professional development
- Deputise for the Registry and Data and Compliance Managers when required
- Undertake evening and weekend work when required to cover application and enrolment events, audits and inspections and exams
- Perform such other duties commensurate with the grade of the post, as required by the Line Manager.

3. Experience and Qualifications

	Essential	Desirable
Qualifications:	NVQ Level 4, or equivalent professional/supervisory/management	

	qualification in IT/Computer related discipline, involving knowledge of SQL, or willingness to work towards.	
Work Experience:	<p>Hands-on database tuning and troubleshooting experience.</p> <p>SQL Report Writing skills.</p> <p>Knowledge of funding and performance methodologies and ILR specification or willingness to learn</p> <p>Experience of Microsoft Reporting Services or willingness to learn</p> <p>Experience of working with ILR data or willingness to learn</p>	<p>Experience of Microsoft Applications.</p> <p>Experience of Oracle & MSSQL database systems in a network environment.</p> <p>Experience of configuring Crystal Reports, KPI Dashboards and Reporting Services.</p> <p>Experience of Unit e</p>
Special Aptitudes:	<p>Ability in programming and system design for client/server system.</p> <p>Ability to represent the College in contact with external organisations.</p> <p>Ability to communicate effectively with system users at an appropriate level.</p> <p>Ability to analyse data and information at various levels.</p>	
Interests:	<p>Use and development of Databases.</p> <p>Providing data and information to service users.</p>	<p>Web development experience, Relational Database Theory</p>
Disposition/Attitude:	<p>Calm, logical approach to problem solving, the ability to work under pressure. Cheerful and patient attitude to customers.</p>	

Equal Opportunities

Darlington College is committed to recognising and promoting equality and diversity within the community. We wish to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

Applications are therefore welcomed from all persons regardless of their sex, marital status, ethnic origin, disability, religious belief, age or sexual orientation provided they have the necessary attributes to carry out the job role.