

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> ILR, Funding and Planning Officer	<b>Director/Service/Sector</b> Community Health and Well Being. Learning and Skills Service. Adult Learning.		<b>Office Use</b>
<b>Grade:</b> 6	<b>Workplace:</b> Adult Learning Site		
<b>Responsible to:</b> Corporate Assurance and Development lead	<b>Date:</b> 01.07.2020	<b>Manager Level:</b>	
<b>Job Purpose:</b> To be responsible for the management of EBS system, the ILR security and accuracy, appropriate funding guidance and planning across the academic year working in conjunction with Curriculum leaders and managers across the service. Delivery of the ILR and planning assumptions for ESFA and other funded and non-funded provision.			
<b>Resources</b>	Staff	Specialist officers and data apprentice within the areas of responsibility	
	Finance	Responsibility for the production of financial and learner data claims for SFA, EFA and other funded and non-funded provision up to £3 million annually. Support and audit of income generation from learner fees across the service.	
	Physical	To handle archives and significant volumes of learner, finance and staff data and information.	
	Clients	Regular work with Information Services, external software suppliers, colleagues from Learning and Skills, other services, public bodies and external organisations. Frequent contact with customers and suppliers, the public, learners, lecturers and internal colleagues	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1 Manage the day-to-day activities including the systematic accuracy of the EBS data and general funding administration for the service.</li> <li>2 To maintain and proactively share an up to date knowledge on all funding regulations and eligibility criteria across all funding streams and the associated data collection specifications.</li> <li>3 To set standards and policy on data collection, producing an annual curriculum planning timetable, work plans, policies, procedures and associated paperwork for the service and take the lead implementing curriculum planning</li> <li>4 To liaise with the MIS information and exams officer all data is received and in the appropriate format for monthly business reviews.</li> <li>5 To manage users of and submissions to FIS, Information Management Hub, Provider Gateway, Learner Records Service, LP Portal for Advanced Learning Loans and any other relevant portal or government issued software / system for the skills sector.</li> <li>6 Manage and operate management information systems including service, client, employer, asset and other records. Monitor the upkeep of regular and accurate records to maintain integrity of data. To carry out a proactive programme of self-critical auditing on data using appropriate software and a manual records sampling.</li> <li>7 To routinely check currency of learning aims and eligibility of funding against appropriate national software. To advise staff and make amendments to standing data as required and include these checks as part of a systematic approach to business reviewing. To ensure that data is proactively sought from teams and take rapid remedial action where submissions do not meet the required data standards.</li> <li>8 To routinely check currency of learning aims and eligibility of funding against appropriate national software. To advise staff and make amendments to standing data as required and include these checks as part of a systematic approach to business reviewing. To ensure that data is proactively sought</li> </ol>			

from teams and take rapid remedial action where submissions do not meet the required data standards.

- 9 .To work in tandem with the MIS officer supporting the production and management of the ILR for all funding streams, removing errors in the ILR identified through the appropriate software. To perform queries and update data. To submit all ILR data returns, Earnings Adjustment Statements (EAS) and other supplementary records accurately and on time. To produce the monthly ILR performance report and reconcile earnings from the funding bodies.
- 10 Significant experience of systematic timetabling across the service which in turn informs a staff utilisation process, optimisation of guided learning hours and ensure study programmes meet the conditions of funding alongside accuracy of service performance reporting for budget and expected income.
- 11 To support the development, implementation and management of the online learner portal and ensure that online enrolments features are active and are reviewed as part of a routine to ensure learners accessibility is met.
- 12 To provide training, leadership and management for staff within a designated area of responsibility including the appraisal of line managed staff. Carry out regular team briefings to ensure the work is co-ordinated
- 13 To contribute to the team self-assessment and quality improvement planning on matters related to MIS and performance data and ensure the effective operation and development of the team. To investigate and implement new ways of working that improves efficiency, digitisation and flexible working in in the team and its areas of responsibility.
- 14 To take part in a daytime and evening rota of site, first aid and fire warden cover as required by the manager.
- 15 To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
- 16 To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
- 17 To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.
- 18 There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

<b>To</b>	
Transport requirements: Working patterns:	The post holder will be mainly site based and will visit sites across Northumberland as required. Flexible working hours apply subject to the needs of the service and requirement for working on a rota being met. Working may include additional working at peak periods including days leading up to data submissions and at year ends.
Working conditions:	Office based.

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**PERSON SPECIFICATION**

<b>Post Title:</b> -ILR, Funding and Planning Officer	<b>Director/Service/Sector:</b> Community Health and Well Being - Learning and Skills	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>● Level 4 qualification ( IT, Funding or Finance)</li> <li>● Detailed knowledge of Tribal’s EBS, Agent and Learner Portal products</li> <li>● Detailed knowledge of funding methodologies and eligibility rules</li> <li>● Detailed knowledge of Curriculum planning tools and principles</li> <li>● Knowledge of IT systems in a networked environment</li> <li>● Knowledge of funding and planning systems and education timetabling</li> </ul>	<ul style="list-style-type: none"> <li>● NVQ 3 in Advice and Guidance</li> <li>● Knowledge of financial systems</li> </ul>	A, I
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Significant experience of curriculum planning tools for funded and commercial training purposes</li> <li>● Experience of timetabling systems and forecasting staff utilisation</li> <li>● Significant experience of working with curriculum teams and curriculum planning. Experience of using LARS, FIS and DSATs</li> <li>● Experience in management information report writing and design</li> <li>● Experience of Google and Microsoft applications and operating systems</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of carrying out self-critical auditing of records</li> </ul>	A, R, I
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>● Well-developed IT skills</li> <li>● Good interpersonal and communication skills</li> <li>● Able to work on own initiative</li> <li>● Able to work as part of a team</li> <li>● Able to master new software packages quickly</li> <li>● Able to work accurately and quickly with attention to detail</li> <li>● Writes clearly, succinctly and correctly.</li> <li>● Able to quickly and accurately manipulate numerical data using arithmetic functions.</li> <li>● Ability to organise self, and others, and work without constant supervision.</li> <li>● Able to develop and apply technology in new work-related situations.</li> <li>● Works in a systematic and orderly manner.</li> <li>● A commitment to providing a quality support service.</li> <li>● Works collaboratively to achieve team spirit.</li> <li>● Adapts to change by adopting a flexible and cooperative attitude.</li> </ul>	<ul style="list-style-type: none"> <li>● Innovative and creative thinker</li> </ul>	A, R, I, P
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>● Large element of working with computers</li> <li>● Ability to work under pressure and meet tight deadlines</li> <li>● Ability to cope with some telephone contact from difficult customers, e.g. where staff are pursuing unpaid fees or there are technical issues with an urgent need for resolution like exam platforms</li> <li>● Able to move, erect and dismantle training equipment and resources</li> </ul>		I

**Other**

- Committed to equality and diversity and safeguarding
- Committed to health and safety
- Committed to client confidentiality
- Demonstrates integrity and upholds values and principles.
- Able to independently meet the travel requirements of the post

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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits