

ROLE DESCRIPTION

1. JOB TITLE: MIS Information Officer

2. CONTEXT:

West Herts College Group is a large general further education college with a large portfolio of courses for its local community including full-time and part-time further education, higher education, work-based learning and community learning.

The Management Information team work collaboratively with all levels of management and departments in order to achieve key strategic priorities. The prime purpose of Information Systems is to process data relating to students in a timely and accurate manner and to produce reports required by the College's external customers (e.g. OFSTED, DfE) and internal customers (college managers and curriculum teams).

3. MAIN PURPOSE OF JOB

To monitor the student and course data and assist in raising and maintaining the quality of this data in College systems. To ensure robust data is available to enable timely and accurate data returns.

4. DUTIES AND RESPONSIBILITIES

- Prepare, run, and upload statutory returns (e.g., ILR, HESA, OFS), ensuring data integrity through scheduled ILR submissions and associated software, and performing additional tasks as required.
- Operate a cycle of data cleansing activities to ensure robust and accurate data is available.
- Manage timely and accurate data on the course master file, ensuring data integrity and evidence for audit purposes.
- Keep up to date with funding and data rules and Government initiatives and support with funding queries. Build strong relationships with colleagues across the College Group to ensure systems and processes are understood and aligned with funding guidance and are fully compliant.
- Monitor and regularly download the learning aim database to ensure accurate and up-to-date curriculum data for reporting and analysis
- Provide support and advice at enrolment.
- Support the central admissions and admin teams by identifying and resolving data inconsistencies through error reporting, while maintaining regular communication to ensure accurate and timely data collection and entry.
- Investigate and resolve problems and queries with data issues across the College.
- Maintain good working knowledge of college learner record system (ProSolution).
- Assist with the operation of the college data integrity software; interpret the results by using Excel and provide timely and accurate feedback to the appropriate areas.

- Audit student attendance data in the student record system (ProSolution).
- Assist in the preparation of data for internal/external audit samples, including the collation of evidence.
- Assist the MIS Manager with PDAST and FRM reports and resolve problems and queries with data issues across the College.
- Assist in operating the data integrity software to validate student and course data
- Assist with prepare/upload/download data for devolved areas ensuring accuracy as per the funding guidance
- Assist the MIS Manager with various ad hoc tasks and projects as required, ensuring timely and accurate support for the department.

5. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
 - Participate in training and team development activities, to update knowledge
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
 - Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.