

MIS Officer

Role: An enthusiastic and suitably skilled person is required to work as part of a flexible team in a busy environment with a high volume of rewarding work activities.

The post holder will be part of the Student and Information Services team working under the guidance of the Director of Student and Information Services, scrutinising, validating and confirming the accuracy of a wide range of data held in College systems, ensuring that College and students' needs are met and that all work is carried out in accordance with agreed procedures and quality standards. The College's Adult Education Centre data and information systems will also be a particular focus area.

You will support the funding and data monitoring process in maintaining accurate, robust and timely data in the administration of the management information systems and processes. You will assist with the continuous audit and verification of learners, as well as the day-to-day administration of the Student and Information Services Department.

The successful candidate should be able to demonstrate an approachable, professional manner and appearance. Excellent vigilance and communication skills are also required. A good standard of general education including a nationally recognised IT/MIS qualification is highly desirable.

We are keen to appoint the right person who will help us to create a welcoming atmosphere for visitors, staff and students and even better opportunities for our students by supporting the teaching and learning within the College and providing high quality support for College events and activities.

Post Focus: Day-to-day this role will focus on:

- first-line support for the Director of Student and Information Services
- ensuring information held on College systems is up to date and fit for purpose
- working within set procedures to ensure that audit trails are accurate
- assisting with the management, organisation and conduct of all examinations at the College
- supporting students and staff in their environment.

The exact nature of the duties described is subject to periodic review and is liable to change. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Applicants selected for interview:

Applicants who are shortlisted may be provided with an opportunity to present their skills with an office based task. Details will be provided to interview candidates.

Working Hours - 8.30am – 4.30pm Mon – Thurs and 8.30am – 4.00pm Fri

A flexible approach to the job is required as the duties may be changed within the scope of the post to support other areas of Student and Information Services as required by the Director of Student and Information Services.

This post is to start as soon as possible.