

Post	MIS Officer
Department	Student and Information Services (SIS) Division
Responsible to	Director of Student and Information Services (SIS)
Hours and Distribution	37 hours per week full year As a guide: standard working week = Mon - Thurs 8.30 - 4.30pm and Fri 8.30 - 4.00pm including a half hour unpaid lunch break (some flexibility will be required from time to time to meet operational needs and attendance at events)
Working closely with	Director of SIS

Key Purpose

To work as part of the Student and Information Services team. You will support the funding and data monitoring process in maintaining accurate, robust and timely data in the administration of the management information systems processes and systems.

Duties and Areas of Responsibility

Work with the Director of Student and Information Services and as a team to prioritise workloads according to the College business cycle and external deadlines. This will include:

Operation and Coordination	
1	To be part of a team of staff providing data management services to all customers (both internal and external) including enrolment, data input, curriculum planning, timetabling, registers, ILR production and funding returns
2	To work with the Director of Student and Information Services in developing and maintaining high levels of data accuracy, customer service and responsiveness through all aspects of learner data.
3	To develop and enhance skills and knowledge of the student records management system and other associated software applications in order to deliver a consistently high level of data accuracy/validity
4	To develop and maintain a high degree of understanding of the various funding streams and methodologies so as to contribute to constantly improving individual and team performance.
5	To assist in preparing data prior to the submission of all funding returns to relevant funding organisations ensuring error correction (via DSAT and FIS software), adhering to strict deadlines set in accordance with relevant rules and funding methodology
6	To produce both scheduled and ad hoc reports for internal reports for College management and for external reporting in conjunction with the Director of Student and Information Services.
7	Play a key role in the planning of major induction and enrolment events.

Budgets and Resources	
1	Identify resource needs, within your area and ensuring the most cost-effective use of budgets
2	Comply with all financial procedures, particularly in relation to ordering processes

Environment and Facilities	
1	Maintain a clean, healthy, safe working environment by consulting with facilities staff and complying with appropriate legislation or college policies/procedures.
Quality and Reporting	
1	Support quality control procedures and customer feedback monitoring in line with plans and targets
2	Report to appropriate colleagues on possible strategies for service development delivery
General (including Personnel and Relationships)	
1	Work effectively with College Services and related other teams to ensure an effective service, operating timetable and duty rotas.
2	Support performance management procedures and be an active participant in appraisal.
3	Engage in continuing professional development by attending relevant meetings and training sessions, within college or externally.
4	Ensure all appropriate paperwork is completed in line with college requirements.
5	Ensure awareness and implementation of relevant legislation and college policies, particularly those relating to health and safety, equal opportunities, data protection and safeguarding and comply with requirements to safeguard and protect the welfare of children, young people and vulnerable adults
6	Ensure all service policies and procedures are documented, clear and up-to-date
7	Engage with college staff to ensure an effective service delivery maintaining a professional attitude at all times.
8	Support the development of the Learning Centre.
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: