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# Job Description

### **Data and Reporting Manager**

Title of Post: Data and Reporting Manager

Scale: Academic pt. 37 - 40

Section: Funding

Hours: 36 hours per week, 52 weeks per year

Reporting to: Director of Funding and MIS

Responsible for: 5 members of staff

Base: Uxbridge, with travel to Harrow & Richmond as required

# MAIN SCOPE OF POST:

To design and develop reporting techniques, to improve efficiency, effectiveness and access to information within the College.

To maintain appropriate systems/processes for the collection, maintenance, integrity and currency of data which in turn underpins the funding returns submitted by the College.

**Duties:**

1. To make a significant and informed contribution to the departmental strategy, highlighting key areas or processes that fit in with college objectives, and be able to deliver a team plan that aligns with these strategies.
2. To manage the Data team to ensure the accuracy, efficiency and effectiveness of data validation, data interrogation and data extraction.
3. To be responsible for the implementation of a college-wide policy for reporting across multiple databases including exception reporting to assist with the accuracy data.
4. To be responsible for the defining/updating and implementation of business processes within the key areas of responsibility.
5. To define data input protocols/validation exercises in relation to funding data to ensure accuracy/consistency.
6. Keep up to date with developments in IT technologies, investigating and proposing changes to systems, and working practices to utilise new technology to ensure continuous improvements.
7. To work closely with the Operations Manager, Planning and Examinations Manager and the Development Manager to ensure profile/performance data is an accurate reflection of curriculum area or funding type delivery.
8. To establish strong working relationships with Assistant Principals, Directors and Heads of Schools/Service.
9. To be proactive in developing and maintaining reliable management information.
10. Develop dynamic reports from a range of databases ensuring that data is readily available to staff in a variety of formats across HRUC.
11. Working in partnership with College staff to enable them to clarify and define their information needs, ensuring that specifications for developments provide the required solution.
12. Provide appropriate data analysis including reasons for variance.
13. Responsible for maintaining documentation and training guides for reports used within the College.
14. Ensure the planning software is fit for purpose in terms of reporting and financial profiling.
15. To work closely with key stakeholders to ensure performance data is an accurate reflection of curriculum area or funding type delivery.
16. To ensure reports are user friendly, and to participate in feedback forums where issues and improvements are brought forward by users.

17. To understand the meaning, purpose and importance of data in decision making and check all reports for reasonableness.

18. To lead in defining and updating critical business processes.

19. To define data input protocols including validation routines to ensure consistency.

20. To liaise with Systems Support, to maximise the benefit and potential of MIS.

21. To establish strong working relationships with key stakeholders.

22. To be fully conversant and compliant with Data Protection regulations include DPA and GDPR.

23. To be fully conversant with funding guidance/rules from funding agencies, to enable integrity and reporting of data to be aligned.

24. To ensure full compliance with audit regulations and to liaise with auditors to ensure sound management of the audit process.

25. To manage the preparation, validation and submission of all funding returns, in a timely manner

**OTHER DUTIES:**

1. To deputise for the Director of Funding and Information Systems in his/her absence.

3. To take an active part in the appraisal and mentoring processes.

4. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its Health and Safety policy and Safeguarding Policy.

5. To comply with and actively promote within their section the College’s Equal Opportunities Policy.

6. Participate in and contribute to the College’s in-service and training activities.

7. To participate in enrolment duties.

8. To carry out all other duties as may be reasonably required.

**Safeguarding Children and Vulnerable Adults:**

* Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
* Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.

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| **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Data and Reporting Manager**

#### Person Specification

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| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed\* |
| Qualifications |  |  |  |
| Educated to ‘A’ Level or equivalent | **✓** |  | Cert/AF |
| Education to degree level or equivalent |  | **✓** | Cert/AF |
| Knowledge and Experience |  |  |  |
| Excellent communication skills (written and verbal) and interpersonal skills | **✓** |  | AF/IV |
| Excellent IT skills including significant experience with MS Office | **✓** |  | AF/IV/T |
| Experience working with large SQL databases | **✓** |  | AF/IV |
| Experience with SSRS, Power BI or similar reporting tools | **✓** |  | AF |
| Experience of successfully working to deadlines | **✓** |  | AF/IV |
| Good literacy and numeracy skills | **✓** |  | AF/T |
| Understanding and commitment to Equal Opportunities and Safeguarding in education environment | **✓** |  | IV |
| Ability to supervise/manage others effectively | **✓** |  | AF/IV |
| Team leadership experience |  | **✓** | AF/IV |
| Working knowledge of FE MIS Software like Tribal EBS or OneAdvanced Pro Suite |  | **✓** |  |
| Experience of managing and developing data systems in an FE or other educational setting | **✓** |  | AF |
| Other skills |  |  |  |
| Ability to generate new ideas and methods | **✓** |  | AF/IV |
| Highly motivated with high standards for presentation, accuracy and reliability | **✓** |  | AF/IV |
| Ability to achieve deadlines | **✓** |  | AF/IV |
| Ability and willingness to work flexibly when required | **✓** |  | AF/IV |
| Ability to work effectively under pressure | **✓** |  | AF/IV |
| Competencies *Support staff should be able to demonstrate competency in all of the following areas:*  Communication  Planning and Organising  Working Together  Customer Services  Adaptability/Flexibility |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = presentation/skills test at interview

Cert = Certificates checked on induction