

Job Title: Assistant MIS Manager

Responsible to: MIS Manager (Management Information Systems)

General Responsibilities

- Design and production of reports and analyses of data as required by Support and Teaching Staff of both sites.
- Creation and maintenance of resource and timetable data.
- Work with college UNITE users to develop and maintain efficient data input applications and office procedures and train them in the use of UNITE applications as required. This will include time working at both sites.
- Assist in the delivery of accurate and timely ILR returns.

To assist the MIS Manager in areas of his/her work, which will include:

- Design, structuring, maintenance and updating of MIS databases.
- Managing the Student Enrolment processes.
- Working with staff to develop effective means of collecting data and producing reports and analyses (including academic timetabling).

Assistant MIS Manager Duties in the absence of the MIS Manager

- Liaise with and follow the same principles as set by the MIS Manager.
- Represent MIS at meetings
- Prioritise, supervise and co-ordinate the work of the MIS teams at both sites.
- Liaise with SMT concerning timing of data collection and production of management reports and tools and produce the necessary data output.
- Be aware of ILR and other external return deadlines and ensure returns are submitted on time
- Prioritise the safeguarding of all students and participate in training on safeguarding matters.
- Contribute to the elimination of unlawful discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- Any other tasks reasonably required by the Principal.

Assistant MIS Manager

Each attribute is marked as essential for the post, or desirable. The last two columns on the Person Specification indicate how each attribute is assessed. A = application form, I = interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I
EDUCATION/TRAINING Educated to A level or equivalent	X		X	
EXPERIENCE At least two years' experience of working in MIS	X		X	X
Experience in working in MIS in the FE/sixth form sector		X	X	X
Experience working with timetables		X	X	X
Experience working with exams organisation		X	X	X
SKILLS/ABILITIES Strong knowledge of funding regulations and the ILR Specification	X		X	X
Excellent knowledge of Excel	X		X	X
The ability to make sense of complex data and to present findings to senior managers	X			X
Knowledge of Capita Unit-E software		X	X	X
Knowledge of MS Access/SQL		X	X	X
Committed to the protection and safeguarding of children and vulnerable adults	X		X	X
Committed to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not	X		X	X

Terms and Conditions

Salary in the range £31,667 - £36,770 per annum full time equivalent. This is a part time post of up to 0.9056 FTE so the actual salary will be up to £33,299 per annum. We have flexibility as to whether you work full time (37 hours a week) part year or part time full year. At least 27 days annual leave pro rata. Membership of the Local Government Pension Scheme.