

WILTSHIRE COLLEGE & UNIVERSITY CENTRE**JOB DESCRIPTION**

Job Title	MIS Business Partner
Salary	Professional Services Grade 4 & £a
Reports to	Head of MIS / Team Leader

Job Purpose

To support all aspects of the MIS interaction with College Managers, Academic staff & external Agencies to ensure delivery of an effective, efficient & compliant MIS Service.

Main Duties and Responsibilities**Communication and Customer Service**

1. Provide guidance and assistance to all College staff in the provision of and access to information to support the learner experience.
2. Provide proactive support, advice and underpinning systems to Academic Managers to allow delivery of excellent and innovative provision for our learners.
3. Be proactive in liaising and supporting other College departments and partners in resolving queries and meeting agreed objectives.
4. Have an excellent customer service approach and provide information and assistance in relation to the requirements of the role as and when necessary.
5. Provide support and coaching on other College sites to support the Academic Management team.
6. Ensure that MIS Management are aware of any service issues or concerns.
7. Deliver an effective on site MIS Service across all College campuses.

Regulations and Procedures

1. Maintain knowledge of funding methodologies, rules, regulations and audit requirements across all funding streams
2. Be aware of the impact of data on retention, achievement and success rates.
3. Undertake information audit checks across all data sets and make amendments to the information contained on the College database if necessary. Utilising software such as DSATs.

4. Ensure evidence is accurate, complete and available to support both internal and external audit requirements.
5. Identify trends of non-compliance and advise relevant line manager immediately.
6. Ensure Academic Managers comply with College guidelines, processes and procedures in order to ensure an efficient and effective business.
7. Run weekly ILRs and in conjunction with the Head of MIS make mandatory returns via The Hub.

Maintenance of all data within the core MIS Systems

1. Accurate input and maintenance of enrolments as required.
2. Liaise with nominated internal and external partners to resolve queries.
3. Ensure additions and amendments to the timetable and attendance recording system are made and input according to audit requirements and college procedures & guidelines.
4. Ensure additions and amendments to the College Management Information System are made and input according to procedure and in an accurate and timely manner.
5. Ensure student data is accurate and compliant to ensure clean and timely funding returns.
6. Highlight any trends in student data to line manager and/or relevant Academic Managers.
7. Liaise with Academic Managers to support the curriculum planning process within the College.

General

1. To undertake any further training as identified in the college review procedures.
2. To participate fully in college Quality Procedures.
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. To understand, comply with and promote the college's Safeguarding policy and procedures.
6. To understand, comply with and promote the college's Diversity policies and procedures.
7. To engage in continuous professional development.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme.

PERSON SPECIFICATION (E = Essential D = Desirable)

Method of Assessment	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			

Technical competency (qualifications & training)			
Commitment to and evidence of CPD	E		
To hold a Literacy and Numeracy at Level 2 or above (GCSE A-C)	E	X	X
Qualified to Level 3 or above in a relevant area i.e. Customer Service, IT or Administration.	E		
Evidence of a good understanding of funding methodologies within Further Education	D	X	X
Knowledge / Previous Experience / Skills / Ability			
Have experience of supporting individuals to meet agreed objectives and milestones	E	X	X
Provide evidence of successfully working as part of a team and openly exchanging information and supporting colleagues	E	X	X
Demonstrate effective organisational skills and the ability to implement new systems of working and have a proven ability of meeting tight deadlines	E	X	X
Be able to demonstrate effective written and verbal communication skills	E	X	X
Be able to demonstrate an understanding and practical application of the importance of quality at work	E	X	X
Excellent data input skills with a high level of accuracy	E	X	X
Personal Attributes			
Have experience of working in a flexible and positive manner, being adaptable to changing work patterns.	E		X
Ability to work alone and be self-motivated.	E		X
Ability to manage a substantial workload and prioritise effectively.	E	X	X
Willing to undergo appropriate training relevant to the job role	E		X
Experience of communicating and ensuring compliance to regulations.	D		X
Further Requirements			
Willingness to undertake First Aid Training if Required	E		
Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity.	E		
Have access to own vehicle and willingness to use for business purposes	D		X
Ability to work from different College campuses when required	E		X
An understanding of safeguarding and a commitment to creating a safe learning environment	E		X

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Leadership Team.