

Job Description

Directorate: Children, Education and Skills

Division: Newcastle City Learning

Post Title: Gateway Manager – AA4110

Evaluation: **Points:** 552 **Grade:** N8

Responsible to: Senior Gateway and Funding Manager

Responsible for: Staff as allocated

Job Purpose: To ensure the provision of valid and reliable IAG, enrolment data and information services to support the activities of Newcastle City Learning and the City Council, including the development of electronic delivery of a range of data. Providing direct support to staff and partners in the use of data and information and in the development of supporting information systems.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To contribute to the development and implementation of management information systems for the distribution, collection, analysis and presentation of performance data and support their use by others.
- 2 To ensure that all staff have a clear understanding of their roles and responsibilities and are consulted, supported, motivated, developed and trained effectively in order to achieve operational and strategic objectives and targets.
- 3 Manage staff and manage the rotas.
- 4 To assist, design and deliver relevant training and support in relation to data and associated ICT systems for staff, partners and council officers. Develop and maintain recording and reporting mechanisms using appropriate software e.g. EBS, ProAchieve, SQL to provide accurate and timely management information to support robust decision making and performance management of the service.
- 5 To take responsibility for and participate in specific project areas as delegated by the Senior Gateway and Funding Manager.
- 6 To provide direct support to partners, including on-site work, utilising appropriate ICT to promote and support the use and understanding of data and information.
- 7 To work collaboratively and cooperatively with partners, and other services, on the analysis and presentation of performance data.

- 8 To provide support to the Newcastle City Learning Team on the use of a range of performance information.
- 9 To ensure that the IAG provided by the service is impartial and high quality at all times.
- 10 To ensure all learner enrolment and identification of support needs is carried out in line with the service expectations.
- 11 To have day to day responsibility for the handling and reconciliation of cash, cheque and card payments in accordance with the council's financial regulations and audit requirements.
- 12 To assist with the co-ordination and completion of statutory returns to specified deadlines, and facilitate those of providers, including the monitoring, review and publication of national and local performance information.
- 13 To ensure that all support materials/guidance notes are kept up to date with the changing requirements of Newcastle City Learning and disseminated as appropriate.
- 14 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 15 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

C:\Users\51964\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\TL22BZMO\JD AA3848
- Gateway Manager - September 2016.doc
Last saved on: 01/09/2016
Document created by Helen Ottie
Document last saved by Helen Ottie