Job Description – Management Information Systems Developer

Reporting to the MIS Manager.

Hours: 37 hours per week, whole year. The normal working week is Monday to Friday, however bearing in mind the diverse responsibilities of the post, flexibility will be expected from time to time in order to meet the needs of the College.

Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 11-15

Reporting to the MIS Manager, the key purpose of the role is to ensure that management information systems accurately record college data and produce appropriate reports to aid the Senior Leadership Team decision making process. This is a cross site role, and as such the postholder will be expected to work across both the Prior Pursglove College and Stockton Sixth Form College sites.

Main responsibilities:

- Develop and maintain efficient, effective, fit for purpose Information systems and software that meets the requirements of internal and external customers in line with College objectives.
- Produce internal and external reports and statistics from the MIS databases as requested by the Senior Leadership Team in line with the College reporting schedule. Develop systems to cross-check the data produced is accurate.
- Liaise with appropriate staff across the College to establish their information requirements and to promote the services which MIS can provide.
- Work with College staff during the implementation of software, modules or reports to ensure all issues are resolved and staff are confident using the software.
- In conjunction with the MIS Manager, prioritise the development of MIS capabilities to meet the needs of the College staff and students. For example electronic progress tracking, data dashboard systems and trend analysis within the College.
- Ensure that the attendance system is operating in an effective manner at all times, to correct any faults and carry out maintenance where necessary.
- In conjunction with the MIS Manager organise the maintenance and installation of all software and web-based systems used in support of MIS.
- In conjunction with the MIS Manager plan and conduct data quality checks in preparation for Audits.
- Support the Examinations Officer to ensure that examination base data and results are imported at appropriate times of the year.
- In conjunction with the MIS Manager, manage student data to ensure that accurate and consistent ILR returns can be produced for funding and statistical purposes.
- Carry out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed…………………………………………… Dated ……………………………….

ESSENTIAL

- Experience of working with data and producing reports
- Development /reporting skills which can be adapted to meet varying system architectures
- Ability to develop, implement and maintain computerised college information systems including data collection and validation
- Ability to synthesise multiple data sources and present complex data in a user-friendly manner
- Good working knowledge of MIS systems
- Excellent spreadsheet / Excel skills
- Have high levels of accuracy and attention to detail
- At least 5 GCSEs at A – C or equivalent Level 2 qualification including English and Mathematics
- Educated to degree level or equivalent qualification or work experience in a relevant area.
- Excellent communication skills
- Effective organisational skills and ability to prioritise tasks and work efficiently to meet the needs of multiple users
- Ability to manage complex and numerous tasks at any given time whilst maintaining quality and meeting deadlines
- Ability to work well under pressure
- Excellent Fault finding and problem solving skills
- Willingness to undertake relevant training and continuous personal development
- Ability to relate to a wide range of people

DESIRABLE

- Experience of working in a Sixth Form College
- Experience of using / developing 'UNIT–e' software (or similar)
- Ability to deliver staff training
- Knowledge of Quality Assurance Systems
- Experience of specific technical disciplines related to the role (e.g. MS SQL, Reporting Services, SharePoint, Crystal Reports)