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| **Job Description** | |
| **Post title** | MIS and Performance Co-ordinator |
| **JE Reference No** | N9499 |
| **Grade** | 9 |
| **Service** | Children and Young Peoples Service |
| **Service Area** | Education & Skills,Progression & Skills |
| **Reporting to** | You will report to the Performance Manager |
| **Location** | Your normal place of work will be Civic Centre, Crook, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |

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| **Description of role** |

The post holder will be responsible for the development and operation of management information systems for DurhamLearn to meet internal and external reporting requirements to ESFA, DfE, Ofsted etc. They will develop a portfolio of regular and ad-hoc management reports and information using Microsoft Office programs, in particular Power BI, to ensure external funding is maximised and the Service complies with all data and audit requirements.

Working with the management team, the post holder will be responsible for the compilation and maintenance of a suite of reports which enable effective performance management of DurhamLearn.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* developing the systems and processes for maintaining and validating the ILR data, where appropriate
* maintaining a detailed understanding of ESFA, DfE, DWP and other funding and audit body requirements to ensure full compliance
* keeping up to date with changes in funding and other related methodologies
* ensuring that the Service’s data is analysed in detail and reports are available that would support funding claims, inspection and auditor requirements
* utilising the Learning Aims reference service and Funding Information System (FIS) to prepare regular data returns to relevant funding agencies, where appropriate
* utilising the management information system (MIS) to monitor the quality and performance of delivery
* training staff in the use of the Management Information System
* using Microsoft Office programs and in particular Power BI to compile and maintain a suite of performance management reports including, performance indicators, funding, enrolment, progression, success rates, attendance and progression for management information and planning purposes
* providing Power BI reports on other information to include participant profiles, geographic coverage and other monitored areas
* providing senior managers with a range of performance indicators which will ensure they understand the financial and other implications of management decisions in relation to participants, provision and the curriculum
* providing monthly funding reports to Service Managers to ensure that the DurhamLearn maximise their funding streams and enable effective financial management
* working closely with the Service Managers to ensure that reports are understood and interpreted in the appropriate manner by users
* ensuring that system and user documentation is complete, accessible and up-to-date
* liaising with existing software providers with regards to the structure and functionality of the management information system
* maintaining an understanding of the technical aspect of the job and keeping up to date with technical (software) development, emerging technologies and reporting strategies
* contributing to a climate of continuous improvement within the team.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Qualified to degree level in a relevant subject or have equivalent appropriate experience |  |
| Experience | * Experience of analysing complex data and producing high level reports * Excellent IT skills, particularly with regard to developing reporting systems and data management * Experience delivering training * Experience of developing systems to improve the quality of data. | * Experience of Local Government or other public sector management information and monitoring systems. |
| Skills & Knowledge | * A thorough understanding of Education Management Information systems * Knowledge of Further Education funding and data requirements for post-16 and adult provision * Ability to work flexibly and adapt quickly and efficiently to a variety of working situations and needs * Ability to work effectively in a team, but also capable of individual initiative * Good communications skills, both writing and verbally * Knowledge of current government agenda for learning & skills * Experience in SSRS (SQL Server Reporting Services) * Experience in using Microsoft Power BI/Power Query including DAX and M for example * Advanced Excel skills, ie conditional formula, look-ups, and other advanced excel formula knowledge/ experience * Experience in using funding body portals for submission of Individualised Learning Record (ILR) and validation and DSAT reporting. | * Understanding of European grant programmes. * Knowledge of other government funding streams |
| Personal Qualities | * Has drive, enthusiasm and a flexible approach to work * Able to plan work and manage time effectively * Able to motivate self and others * Able to work effectively in a team * Able to carry out work with the minimum of supervision * Able to relate effectively to other team members and senior people from other organisations * Must be performance oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service * Flexible approach to working across the LA geography. Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). * Able to work under pressure, to prioritise and to meet deadlines * Open to change and committed to innovative development * Holds high aspirations for young people/young adults. |  |