Report Writer/Systems Integration Specialist

Reporting to:	MIS Director
Working hours:	1.0 FTE
Salary:	£38,205
Position code:	PC M1 Fixed Point 36
Annual leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To use proprietary and in-house reporting systems to produce accurate reports and focussed data sets that supports the College Management Team to engage with the College's quality reporting mechanisms.

Duties and Responsibilities of the Job

a.	Develop, deploy, and maintain robust, accurate and user-friendly data reports on College activities
b.	Write, develop and maintain SQL code to deliver any complex reporting required
c.	Debug existing SQL and optimise code where appropriate
d.	Maintain the College data warehouse and automated procedures for ensuring data integrity
e.	Help in the testing of application software patches to ensure systems remain operational post-hotfix
f.	Ensure links to various supporting database systems, such as financials, are maintained and optimised
g.	Be an escalation point for users who have identified problems with reports or had issues with datasets within the MIS and finance applications.
h.	Provide training to the College Management Team in the use of cross-college reporting systems, including those identified above
i.	Provide a regular suite of business planning reports on funding, learner numbers and performance ensuring the college management information meets funding body requirements
j.	Provide reports that enable the tracking of learners and their progress e.g. success, retention and achievement
k.	In liaison with the MIS Director, develop, maintain and monitor the systems, processes and procedures that ensure the accuracy and quality of student related data
l.	Provide exception reports to help with the verification of data with the key College systems

m.	Contribute to the preparation of information to meet the requirements of the College Corporation, external agencies, audits, managers and staff

n.	Provide a central point of contact and responsibility to ensure the continued development and integration of college database systems. In doing so:
	
	   a. Maintain currency within the market for database systems that support college activities and assist in the assessment, procurement and integration of new systems.
	   b. Maintain a clear assessment of existing linkages and opportunities for system integration at the college.
	   c. Develop close working relationships with system users and work towards a SMT prioritised development schedule as a way of enhancing the usability of college systems.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
a.   A minimum of two years working with Microsoft SQL Server
b.   Clear and comprehensive knowledge and understanding of modern SQL databases
c.   Extensive experience writing Transact-SQL with ability to debug complex SQL scripts
d.   Experience of SSRS development
e.   Experience in troubleshooting and resolving database problems
f.   Demonstrable experience of writing script to produce reports for senior managers
g.   Working knowledge, and understanding of the reporting requirements of Curriculum and Senior Managers
h.   Excellent knowledge of relational databases
i.   Advanced IT skills (MS Office suite and proprietary software)
j.   Excellent people and communication skills to support end users of complex outputs
k.   Perform other duties as assigned
Desirable criteria
a.   Recent experience of working in an MIS department in an education environment
b.   Understanding of key performance indicators relevant to the activity of the College
c.   Experience of Advanced ProSuite products

CONDITIONS OF EMPLOYMENT

Working Hours
Basic working hours are from 08:30hrs to 17:00hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave
The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)
This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits
The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity
Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure
The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.