



# PLUMPTON COLLEGE

Management Information Systems (MIS) Director	
Reporting to:	Finance Director
Working Hours:	Full time (37.5 hours per week)
Salary:	£57,194 - £66,304 (PC M4 Scale point 46-51)
Annual leave	30 electable days, 8 statutory days and efficiency closure days at Christmas

## Job Purpose

The MIS Director is a pivotal role across the College to continually develop and manage robust MIS services to provide access to comprehensive, reliable, relevant and up to date information, analyses and reports.

The MIS Director facilitates the provision of high quality, reliable data to support college managers to make well-informed business decisions on all aspects of the College's curriculum plan and provides internal and external stakeholders with regular, timely and accurate data sets, including returns to external stakeholders and funders.

## Duties and responsibilities of the job

### 1. Main Duties

a. Contribute to the development and successful delivery of the College Operational Plan, which supports the College's mission, strategic objectives and core values.
b. Manage the College MIS function and work closely with colleagues to advise and support in all matters relating to curriculum planning and funding maximisation, using database decision making.
c. Produce a frequent record of academic related income, including fees and funding related to contract values, budget, current position, pipeline and proposals for meeting shortfalls, across all provision types and support funding.
d. Manage timely and accurate returns to college stakeholders, including the ESFA and OFS, ensuring the college maximises its funded contract values and is compliant with funding rules and regulations. Provide analysis to SMT on emerging priorities and changes.

e. Develop, maintain and update associated funding documentation and electronic records, in line with both internal and external funding requirements.
f. Keep up to date with funding developments within the FE and HE sector, particularly those that may change information requirements, analyse and make recommendations for implementation to SMT and provide briefings for Governors and staff.
g. Manage budgets against agreed income and expenditure targets, adhering to the College financial regulations at all times with support from the Finance Team.
h. Oversee the MIS related reporting for any academic subcontracted provision
i. Oversee the transition to, the development of and the management of the digital services accounts for apprenticeship funding
j. Develop and implement a robust internal audit and assurance process to ensure the probity of all student based college data.

## 2. Departmental Specific Duties

a. Work closely with the College's Systems Developer to ensure that central college student databases are held securely, with integrity and meet all regulatory and statutory requirements.
b. Line management of MIS Team.
c. Continually review and develop the reports to maintain functionality, including adjustments to accommodate changes in internal and external requirements
d. Work closely with the colleagues to ensure that the continuous development of the MIS related college systems is integrated, coherent and strategic.
e. Ensure DSAT, SCORE, 4CAST, ProSuite and other student systems are comprehensively reviewed, with actions taken to ensure funding claims are complete and compliant.
f. Manage visits from internal/external auditors being the point of contact for all Learner Funding auditors e.g. ESFA. and Ofsted, providing accurate and timely information and carrying out any necessary follow ups
g. Provide qualifications and funding advice to curriculum managers and training on college systems such as ProAchieve
h. Support the nominee before and during external inspections.

### 3. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience.

### 4. Other responsibilities and duties

College Management Team

a. Contribute to the wider College Management Team.
b. Attend and represent the college at sector specific groups to maintain sector knowledge and professional awareness of developments surround learner information management
c. Carry out day and evening duties on a rota basis.
d. Work with marketing and others to lead on extra curriculum events to ensure success, e.g. interview days.
e. Ensure equality of opportunity among all protected characteristic groups and vulnerable student groups and seek to promote diversity in all aspects of college life.
f. Ensure all safeguarding policies and procedures are followed at all times.
g. Ensure Health and Safety is maintained at all times, in line with college policies.
h. Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team.

### Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
---------------------------------

Hold a degree and / or a professional qualification.
Have experience of management information systems in an FE or HE environment
Have a demonstrable understanding of FE and HE sector priorities and funding.
Extensive experience of managing timely and accurate returns to external funding agencies ensuring the college is compliant with funding rules and regulations
Demonstrate experience of working effectively with teams to achieve quality and finance targets.
Demonstrate a commitment to your own personal development.
Demonstrate an ability to effectively deploy resources.
Demonstrate a strategic vision to ensure the continued development of allocated work.
Display a flexible, pragmatic approach to finding solutions to challenges.
Demonstrate effective communication skills with proven influencing skills and high levels of customer service.
Demonstrate a commitment to the value and impact of high-quality provision for students.
Demonstrate flexibility, reliability and a passion for the college ethos.
Demonstrate energy, drive, flair and creativity in your everyday work.

<b>Desirable criteria for the post</b>
Hold a management qualification.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs 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 30 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, and requested/booked through iTrent, the College's HR and Payroll portal.

### 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. There is also free car parking and a competitively priced dining room service. There is access to a free on-site gym, Employee Assistance Programme, Cycle to Work scheme and staff discounts.

### **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.