



# PLUMPTON COLLEGE

## Management Information Systems & Reporting Manager

Reporting to:	MIS Director
Working Hours:	Full time (37.5 hours per week)
Salary:	£43,166 - £48,633 (PC M2 points 36-40)
Annual Leave:	30 electable days, 8 bank holidays and up to 5 efficiency closure days at Christmas

### Job Purpose

The MIS Systems Manager is responsible for the strategic and operational management of the College's core Management Information System, ensuring accurate, timely and compliant data to support funding, statutory reporting, performance monitoring, curriculum planning and decision making.

### Duties and responsibilities of the job

#### 1. Strategic and Operational Leadership

a. Act as the College's lead specialist for MIS platforms, ensuring systems remain fit for purpose and compliant.
b. Lead the annual MIS development plan and support cross-college priorities.
c. Manage the MIS team, providing leadership, supervision and performance management.

#### 2. Data Quality, Compliance and Reporting

a. Ensure accurate and compliant ILR data returns and resolve validation errors.
b. Oversee statutory reporting, funding reports and internal performance dashboards.
c. Maintain strong internal controls for data quality and audit readiness.

#### 3. Systems Administration and Development

a. Oversee configuration, permissions, workflows and integrations of MIS systems.
b. Lead upgrade cycles, testing and implementation of system enhancements.

c. Identify opportunities for automation and efficiency gains.
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#### 4. Stakeholder Support and Training

a. Provide expert guidance to curriculum and support teams on data requirements.
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b. Develop and deliver user training and guidance materials.
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#### 5. Governance, Policies and Documentation

a. Maintain documentation of MIS processes, data flows and system rules.
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b. Contribute to policy development related to data governance and compliance.
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### Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

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

<b>Essential criteria for the post</b>
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a. Degree-level qualified or equivalent experience in data management or information systems.
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b. Evidence of ongoing professional development in MIS or data governance.
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c. Significant FE MIS management experience.
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d. Strong ILR, ESFA, funding and audit process knowledge.
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e. Experience leading teams in a data-driven environment.
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f. Strong analytical and data interpretation skills.
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g. Excellent communication with diverse stakeholders.
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h. High digital literacy, including MIS systems and BI tools.
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### CONDITIONS OF EMPLOYMENT

#### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, although 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. Annual leave will be booked on-line via the HR/Payroll system.

### **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 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