



## **JOB DESCRIPTION**

Post title:	Adult Learning Data & MIS Team Leader
Salary Grade:	GRADE I
Hours:	37
Location:	One Angel Square – Northampton
Reports to:	Funding Data & Compliance Manager
Service area:	Public Health & Wellbeing – Adult Learning Service

### **Principal responsibilities**

1. To line manage and monitor a team of Data Administrators ensuring an overview of the workload is maintained and deadlines are met. To include regular team meetings and supervisions
2. Manage the implementation process drawing on a wide staff team to deliver an effective database service and enrolment and recording system
3. Provide senior managers with regular reports on progress towards targets, flagging variations and performing initial checks on reasons for achievement or under achievement
4. Support with statistical information recording the impact on learners, curriculum and funding profiles of policy changes proposed by Government departments, national organisations and funding bodies
5. Monitor and report to Performance and Quality Manager on the achievement of performance targets against a range of internal and external indicators
6. Develop reports to assist in forward planning and target setting for the service and to support senior managers in accessing relevant information
7. Work closely with project managers for e-government initiatives to develop on-line enrolment, on-line payments as well as other projects
8. Support with the development of systems, procedures and software applications in line with changing business needs, ESFA requirements and the Service Plan. As well as a detailed knowledge and understanding of the software, this will require

ongoing liaison and maintaining a positive working relationship with software suppliers

9. Taking a lead in supplying and analysing TERMS data using TERMS Enterprise Reports, Crystal Reports, MapInfo and other tools
10. Using the aforementioned reporting tools to operate, maintain and further develop a robust system for providing regular TERMS-related management information to stakeholders, and train colleagues in correct interpretation, as required
11. Proactively support efforts and initiatives aimed at streamlining workflow throughout the Adult Learning Service. This includes designing, distributing and training end users in running precompiled Crystal Reports so that in consultation with colleagues, several disparate systems may be migrated into TERMS
12. Seeking new opportunities to use TERMS data for developing and maintaining good customer relations and underpinning personalised marketing campaigns
13. Support the Adult Learning Service to meet exacting deadlines for the provision of TERMS information for both service users and outside bodies including the Skills Funding Agency (SFA). This includes completing accurate and timely returns to the Service Manager to send to the SFA
14. From time to time the post holder will be required to carry out other duties as appropriate to the nature of the post and cover for other members of the team in their absence

**This job description reflects the principle accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances, appropriate to the role.**



**PERSON SPECIFICATION**

Post Title:	Adult Learning Data & MIS Team Leader
Grade	Grade I
Service Area:	Public Health & Wellbeing

<b>ATTRIBUTE S</b>	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>Education and Qualifications</b>	Qualification in a discipline related to data analysis and management, and/or relevant work experience	
<b>Experience and Knowledge</b>	<p><b>Experience of :</b></p> <p>Experience of first line management of a supervisory role</p> <p>Data analysis and management</p> <p>Writing Crystal Reports</p> <p>Management and development of computerised data information systems</p> <p>Working with database structures</p> <p>Experience of liaising with other people to bring about process changes and improve workflow with particular emphasis on changes to direction</p> <p>Analysing data using MapInfo and other tools (eg Crystal) then manipulating in Excel.</p> <p>Key knowledge of the role and importance of ICT in administration and collation of information.</p>	<p>Knowledge of Mapping software</p> <p>An understanding of MI systems in relation to FE requirements</p> <p>Knowledge of Terms system</p> <p>Writing SQL queries</p> <p>Training people in ICT and/or software 'eg Crystal or MapInfo</p> <p>Supplying or receiving data as part of strategic decision making</p>

ATTRIBUTE S	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Ability and Skills</b>	<p>Ability to use a range of computer applications, including Microsoft packages, Crystal Reports and MapInfo.</p> <p>Highly organised and able to identify priorities in order to meet exacting deadlines A commitment to joint working and support</p> <p>Forward looking and anticipatory</p> <p>Ability to adapt to a changing working environment</p> <p>Flexible and responsive.</p> <p>A commitment to accuracy and meeting deadlines.</p> <p>Excellent written and verbal communication to support report writing, training, teamwork and liaison with suppliers / developers / peers.</p> <p>Ability to work unsupervised or as part of a team.</p>	<p>Creating reports for external end users (eg regulators).</p>
<b>Equal Opportunities</b>	<p>Ability to demonstrate awareness / understanding of Equal Opportunities</p>	
<b>Health &amp; Safety and Safeguarding</b>	<p>Comply, administer or carry out the responsibilities set out in the County Council's Health and Safety policies and arrangements</p> <p>Act upon the duty of care to comply with Northamptonshire County Council's Safeguarding / Prevent policy and procedures and a responsibility to act on related concerns.</p>	