Job Description for Trust Director of MIS, Exams and Student Services

Reporting to: Chief Operating Officer (COO)

Based at: New College Pontefract – Trust Offices

Paid on: NCLT Leadership Scale Point 13-25 (£65,380 - £86,901) depending on experience.
Full year position with 40 days annual leave entitlement (in addition to bank and public holidays).
Please note that due to the nature of this post, there will be some restrictions on when holidays can be taken.

Start date: ASAP depending on notice period

We are happy to discuss flexible working arrangements for this position, including start and finish times to be negotiated with the successful candidate.

The Trust is excited to be advertising this new position working across our three sixth form colleges within the Trust. The Director of MIS will define and drive the operational output of a focused and forward-looking MIS Department and will facilitate the effective operation of Exams and Student Services, overseeing the integration of their work with the MIS Department. The post holder will ensure that the departments are able to recognise, anticipate and meet internal and external obligations and deadlines, working closely with senior leaders across the Trust. The successful candidate will have the operational skill-set to turn strategic thinking into reality; be able to evidence multi-function management, business planning and prioritisation skills, in addition to having a well-rounded working knowledge of funding, systems and dashboard development and the primary dates and drivers of excellence in sixth form colleges.

OVERALL PURPOSE OF THE POST

To provide a high quality, flexible and responsive Trust Management Information Service that meets the needs of the Trust and its stakeholders in a proactive manner; striving for continual improvement and supporting accountable and informed decision making. Provide leadership and strategic development of the services by having a strong understanding of funding methodologies, information management, curriculum planning and performance monitoring.

As a senior manager within the Trust, you will participate in the formation and implementation of Trust strategy and ensure the broader leadership team is briefed on developments affecting MIS, Exams and Student Services. As a member of the MIS Team you will be involved operationally, significantly contributing to the work of the Team.

The post holder will be accountable for the direction and oversight, both strategically and operationally, of the Trust MIS, Student Services and Exams Teams.

MAIN DUTIES

- To provide strong strategic leadership and direction of Trust MIS, Student Services and Exams Teams.
- Lead on developing the knowledge capabilities and customer focus of staff within the relevant teams, supporting and coaching team members to contribute to the wider objectives of the Trust.
- To oversee the MIS Manager's work with accuracy, consistency and timeliness of management information and corporate data, ensuring that effective controls are developed and implemented to improve quality of outputs.
- Work closely with the CEO, College Principals and other senior leaders to lead and coordinate the corporate planning and reporting infrastructure of the MIS Team to effectively schedule Trust reporting requirements, including development of progress and reporting against key performance indicators.
- As part of the Trust Leadership Team, think and work strategically, balancing this with the need for attention to detail and the ability to participate significantly in the operational running and delivery of a diverse range of MIS services.
- To work as part of the MIS team and assist with the workload on a regular basis, bringing capacity and expertise as required by the MIS manager.
- Work with the MIS Manager to ensure that both internal and external returns deadlines are met and data requirements adhere to data requirement standards for audit, inspection and all external funding agency requirements.
- Strategically direct the MIS service to make best use of technology, leading on opportunities and requirements for system refinement and development and facilitating change to deliver new ways of working which support the Trust's objectives and ambition.
- Drive and support the development of high-quality student-related reporting, using demonstrable experience and understanding of core education-focused systems, eg Unite, Cedar, ProAchieve, etc.
- Provide expert knowledge on funding and data rules and keep up-to-date with Government initiatives, ensuring the Trust is fully compliant.
- Effectively represent the interests of the Trust with internal and external stakeholders and the wider communication in all matters relevant to the duties of the role, including liaising with external bodies in relation to information or funding requirements.
- Develop, embed and monitor appropriate service standards, ensuring compliance with both legal requirements and the demands of best practice across areas of responsibility.
- Oversight and senior line management of the Trust Examinations Team, working closely with the Trust Exams Manager and their team to ensure prompt and accurate registration of all learners and supporting devolved administrators to meet business expectations in a timely manner.
- Oversight and senior line management of the Trust Student Services Team, working closely with the Trust Student Services Manager and their team to ensure an outstanding service to colleges, students, parents and other stakeholders is provided.
- Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and college/Trust policies.
- Undertake any necessary training as directed.
- Undertake such additional duties or projects as directed by the COO from time to time.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Trust Director of MIS, Exams and Student Services

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Experience of working in Management Information Systems. • Significant management experience, including multi-function management and business planning. • Knowledge of regulations and funding in the education system. • Experience of implementing and managing quality and/or performance improvement processes. • Project management experience. • Experience of Ofsted or funding agencies.	• Full and current knowledge of the ESFA funding methodology. • Experience in the 16-19 sector.
Education and Training	• GCSE grades 5-9 or equivalent qualifications in English and Maths. • Relevant degree or equivalent professional experience.	• Evidence of ongoing Professional Development.
Special Skills and Knowledge	• Strong analytical skills. • Excellent IT skills. • Basic understanding of SQL reporting.	• Working knowledge of Unit-e, Cedar, ProAchieve, SQL, reporting systems, PowerBI.
Personal Skills and Qualities	• Showing initiative and self-motivation. • Ability to manage own workload, prioritise to meet deadlines and work under pressure. • Excellent organisational skills. • Strong interpersonal and high level communication skills; to negotiate and work effectively with all stakeholders and external agencies. • An ability to motivate, inspire and engage others, in order to enthuse and gain commitment. • Ability to be flexible to meet the needs of the organisation and be willing to try new ideas, work collaboratively and learn quickly. • Commitment to safeguarding young people. • Commitment to working in ways that support equality, diversity and inclusion.	