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## Job Description for Digital Operations Manager (MIS Manager)

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**Responsible to:** Trust Chief Operating Officer

**Responsible for:** Trust Digital Operations team

**Based at:** Trust Headquarters – Normanton (travel across sites may be required)

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### OVERALL PURPOSE OF THE POST

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- Manage and develop information systems and procedures to record, maintain and safeguard Trust data.
- Oversee and quality assure all processes connected to student data in Post-16 phases.
- Ensure all statutory returns are processed on time, accurately and in a way that maximises any benefit to the Trust and all colleges and schools within it.
- Co-ordinate and support the work of the Digital Operations Team in order to fulfil Trust requirements.

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### MAIN DUTIES

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- Co-ordinate, prioritise and assist with the work of the Digital Operations Team, managing the demands and deadlines across all sites in the Trust.
- Manage resources, accommodation, equipment and materials, etc, within the Digital Operations Team.
- Develop, implement and maintain appropriate systems and procedures for the collection, maintenance, integrity and currency of data.
- Be responsible for the system administration of digital systems to include documentation of system enhancements and the application of upgrades.
- Liaise with other teams and departments, working parties and individuals to ascertain their requirements regarding data storage, access, reporting facilities and training needs.
- Support and coordinate the key Post-16 processes involved in student enrolment, taster days, timetable changes, and student services.
- Oversee and co-ordinate the production of external or statutory returns/data such as the ILR, school census, tables checking, etc for all Trust institutions, working with other managers, as appropriate. Ensure senior managers are aware of any funding or operational considerations based on these returns.
- Oversee all data collections, ensuring that all relevant leaders are aware of the information required and the deadline it must be entered by.
- Ensure all curriculum changes, both during enrolment and mid-year, are managed effectively and key staff are aware of any funding or operational considerations from requested changes where appropriate.
- Line management of Digital Operations staff, providing both technical and motivational leadership.
- Develop and maintain systems and procedures to ensure the integrity of statutory educational data to satisfy the Audit Committee and external auditors.
- Assist with planning, prioritisation and implementation of new Digital Transformation projects, including reports and analysis and business process improvements.
- Liaise with software supplier(s) and other external agencies as required.
- Support procedures for back-up and recovery of Digital Operations data held on the administrative network.
- Manage the logistics of the role, moving across sites as and when needed.
- To observe, at all times, confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.

- Perform other duties as assigned by your line manager.
- **You may be required to work up to 2 evenings per academic year to support Trust event**

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 3 Months.**

***All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust 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 Trust 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's vision and strategic objectives and to demonstrate its values through their behaviour.***

## Person Specification for Digital Operations Manager (MIS Manager)

*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
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Significant management experience, including multi-function management and business planning.</li> <li>• Experience of implementing and managing quality and/or performance improvement processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working and implementing Microsoft Office 365 programs.</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Relevant degree or equivalent professional experience.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSEs grades 5-9, or equivalent, in English and Maths.</li> <li>• Evidence of ongoing professional development.</li> </ul>
<b>Special Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Working knowledge of some MIS systems (i.e. Arbor, Bromcom, Unit-E).</li> <li>• Experience overseeing and submitting statutory returns (i.e. ILRs, School Census, etc.).</li> <li>• Strong analytical skills.</li> <li>• Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of Unit-E.</li> <li>• Working knowledge of Power BI.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Sense of initiative and self-motivation.</li> <li>• Ability to manage own workload, prioritise to meet deadlines and work under pressure.</li> <li>• Excellent organisational skills.</li> <li>• Strong interpersonal and communication skills; ability to negotiate and work effectively with all stakeholders and external agencies.</li> <li>• An ability to motivate, inspire and engage others.</li> <li>• Ability to be flexible to meet the needs of the organisation and be willing to try new ideas, work collaboratively and learn quickly.</li> <li>• Commitment to safeguarding young people.</li> <li>• Commitment to working in ways that support equality, diversity and inclusion.</li> </ul>	