

JOB DESCRIPTION

Job Title:	MI Systems Report Writer
Responsible to:	CIS Systems Development Manager
Functional Liaison with:	Group Vice Principal Data, MI and Compliance Head of CIS Data and Achievement Provision Area Leaders Service Area Leaders

Main Purpose

To provide an outstanding reporting and systems administration service; in particular the post-holder will be expected to:

- Develop, maintain and support a large suite of in-house reports.
- Develop and support the MI systems and the underlying data structures.
- Ensure timely and accurate provision of information that supports the analysis of key performance indicators and enables first class decision making.
- Support the development of bespoke systems providing documentation for users.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

System administration and development

To support the CIS Manager in administering and developing college MI and Data systems:

- Assist in the install, testing and implementation of any upgrades to the software.
- Maintain all reference data and the structures in where it is stored.
- To deliver training and advising system users as required
- To work in close collaboration with all users of the MI systems and processes.
- To produce and maintain standard user guides and documentation for all bespoke systems/report operations
- To assist in the maintenance of data imports to ensure that information flow between systems is both accurate and timely.
- To investigate and propose changes to systems and working practices to utilise new technologies to support continuous improvement in data processing and reporting.
- To develop, update and maintain MI and Data systems to ensure that, at all times, that the data stored is compliant with the funding bodies regulations, Data Protection and GDPR.

Reporting

To provide timely, accurate and accessible reports and information for staff and external agencies:

- Develop, maintain and review a catalogue of reports which extract and purposefully present data in an informative format, looking for bespoke solutions where this would enhance data insight.
- Discussing reporting requirements with end users at all levels
- Using the relevant tools and query languages to develop required data warehouse tables and reporting outputs.
- Ensuring that end users are able to access and run relevant reports.
- Respond to *ad hoc* reporting requests from service users within an agreed timeframe.

Contributing to the operational effectiveness of the MI, Data & Exams Team by:

- Supporting all colleagues with aspects pertaining to MI and data systems troubleshooting and problem resolution in liaison with members of the MI, Data and Exams team
- Work collaboratively with colleagues to ensure that adequate and appropriate cover is provided at all times.
- To attend and participate in meetings, including project groups, as appropriate, and represent the MI and Data Team where appropriate and as requested.
- To assist the MI and Data teams with preparation and readiness for audits.

The postholder will also:

- Keep update with IT developments, specifically relating to managing student data, data governance and advise on the suitability of new approaches.
- Support the MI, Data & Exams teams in periods of high volume of work, e.g., enrolment.
- Be required to carry out such reasonable additional duties as may from time to time be determined by the Line manager.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Relevant Level 3 or higher qualification in an IT or Computer Science based subject.		I,A,
Knowledge and Skills	<p>Knowledge and experience of writing Microsoft SQL queries.</p> <p>Advanced knowledge and experience of Microsoft Office Suites.</p> <p>Experience of trouble shooting and resolving complex technical issues.</p> <p>Proven ability to utilise MS SQL server, Reporting services and SharePoint.</p> <p>Knowledge and understanding of report writing using SSRS or Report Builder.</p>	<p>Previous experience of working in a FE/Post-16 environment.</p> <p>Knowledge and experience of Microsoft Power BI</p> <p>Working knowledge of college MI systems and 3rd part data software</p> <p>Knowledge and experience of ESS Unit-e</p> <p>Ability to programme using PHP, C#, knowledge of object orientated concepts, source control.</p>	A,I,P
Experience	<p>Experience of analysing and reporting data from a relational database.</p> <p>Presenting and manipulating data using Microsoft Office.</p> <p>Experience with PL/SQL and T-SQL and the development of database objects such as views, functions, stored procedures and triggers.</p> <p>Assisting with and contributing to training of other in the use of systems and processes.</p>		A, I,
Personal Qualities	<p>To be able to communicate with a wide range of stakeholders in a professional manner.</p> <p>Undertake correspondence as required.</p> <p>Ability to handle confidential, sometimes sensitive information.</p> <p>The post holder will be expected to make day to day decisions about own workload, within clear guidelines and procedures.</p>		A, I,
Training	Willingness to attend, undertake any training or development as, or when appropriate.		A, I,

Conditions of Service

1. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
2. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.