

## **JOB DESCRIPTION / PERSON SPECIFICATION**

**JOB Title:** MIS and Funding Officer  
**Reporting to:** Managing Director

### **Main Purpose of Job**

- To take lead responsibility for the operational management of NGTC's funding and related MIS activities
- To provide guidance for all staff on the ESFA funding methodology and to prepare and review as necessary, the provision of programmes we offer
- Liaising with curriculum managers and SLT to generate MIS reports

This role requires in depth knowledge of the ILR production, OneFile, MIS software (Cognisoft – YETI), SQL & ESFA Funding methodology.

Note – The use of the term MIS relates to Funding and student performance and monitoring systems.

### **Main duties and Responsibility**

- Ensure that all ESFA returns are completed accurately and on time.
- Monitor and report regularly on progress towards the achievement of target learner enrolments
- Supervise the processes necessary to ensure the production and input of accurate data
- Develop appropriate external relations with other funding and MIS professionals and represent NGTC in external discussions regarding funding and MIS matters
- Monitor that records are stored to comply with Data Protection and other related legislation and report discrepancies to the Managing Director
- Liaise with auditors to ensure the effective audit of student record systems
- Periodically review the ESFA funding claims and related audit reports to ensure compliance with regulations
- As part of the MIS Team, produce regular and ad hoc reports on all aspects of student data
- Liaise with departments to ensure accuracy of MIS data
- Ensure the integrity and reliability of key reports. Correct errors where possible and advise the senior management team of any significant concerns.
- Administrate the MIS and other related systems and applications.
- Report changes in curriculum which impact the MIS
- Act as the main point of reference on administrative and funding matters relating to curriculum offer and funding returns
- Liaise with curriculum managers and SLT to produce on-line timetables for all curriculum programmes
- Generate and maintain registers for all curriculum programmes
- Manage changes in timetables and registers.
- Play a full and enthusiastic part in NGTC life
- Undertake such other duties as may be determined from time to time.
- Work with other managers and staff at all levels to achieve common strategic and operational objectives

## Person Specification

### Qualifications, experience, personality, other qualities required for the role:

Criteria	Essential/ Desirable	Assessed Via:
Experience of management information and student monitoring systems in further education College or Independent training provider	<b>E</b>	<b>A/L/I</b>
Reporting skills using MS Office tools	<b>E</b>	<b>L/I/T</b>
A thorough understanding of the ESFA funding methodology	<b>E</b>	<b>I/T</b>
An understanding of the further education curriculum	<b>E</b>	<b>I</b>
Experience of timetabling	<b>D</b>	<b>L</b>
Effective Interpersonal skills	<b>D</b>	<b>L</b>
Ability and willingness to carry out some data entry with attention to detail	<b>E</b>	<b>L/I</b>
In depth knowledge of the ILR production & MIS software	<b>E</b>	<b>L/I</b>
Ability to work accurately under pressure and prioritise workload and meet tight deadlines	<b>E</b>	<b>L</b>
Demonstrate initiative to solve problems independently	<b>E</b>	<b>L</b>
The ability to demonstrate high quality written and verbal communication skills	<b>E</b>	<b>L</b>
Be flexible and responsive in all aspects of the post	<b>D</b>	<b>L/I</b>

### Key to Assessment Methods:

- A = Application Form
- L = Letter of Application
- I = Interview
- P = Presentation
- T = Task