Job Description

Job Title:	**Data Technician**
Report to:	**Business Support Manager**
Responsible for:	**Data Support**
Base:	**Blandford**
Contract:	**Permanent / Part-Time**
Main role objective:	To coordinate and develop company analysis. To ensure the accuracy of the ESFA data records and assisting in qualitative and timely completion of ESFA returns to stakeholders. To manage the data inbox and processing data requests.

Responsibilities

Compliance:	To support the Senior Data technician in reporting on ESFA compliance and to submit data return to stakeholders.
KPI Analysis:	To administer the accurate preparation and development of KPI analysis.
Awarding Body Accounts:	To create and manage access to Awarding Body website accounts for Users.
Analysis:	To produce reports to support the effective analysis of business need.
Administration:	To be conversant and comply with administration procedures for all relevant organisations relating to role. To provide support and assistance to the Senior Data Technician ensuring administration of accurate submissions of all ESFA and Awarding Body paperwork and data.
Quality:	To ensure all work is produced to the expected standards and to constantly strive for Continuous Quality Improvement.
Development:	To be proactive in identifying relevant personal development for self and team.
Other Duties:	As required and as appropriate to the role.

Tasks

Compliance
1. Responsible for the reconciliation of monthly and quarterly data submissions to stakeholders relating to ESFA compliance.
2. To work in conjunction with Contract Coordinator and Senior Data Technician ensuring reconciliation of data cleansing exercises.
3. To be fully conversant with procedures relating to the registration of contracted learners and all related ESFA, Awarding Body and Company paperwork and auditing systems.

4. To be fully conversant with MIS operating procedures

5. Be fully conversant with ESFA funding principals

Awarding Body Accounts

1. To be fully conversant with the EVOLVE platform.

2. To be responsible for the administration and maintenance of user accounts and access to EVOLVE platform.

3. To be fully conversant with City & Guilds Walled Garden platform.

4. To be responsible for the administration and maintenance of User accounts and access to Walled Garden.

Management Information Systems

1. To be fully conversant with MIS systems utilised by the Company.

2. Support in creating reports for business need.

3. Support in updating Maytas with guidance from WBL.

Analysis

1. Production of data analysis reports to support the effective analysis of business needs.

2. To produce the Error reports for the Contract Administration team

3. Responsible for the production of the end of period Error Report within liaison with the Contracts

4. Administration Manager in reconciling and clearing any remaining errors.

5. Production of KPI analysis reports

6. The production of functional skills reports as required by users and the Management Team.

7. Providing monthly company progress reports to the Strategic Management Team.

8. To produce DSAT reports working with the Senior Data Technician

Administration

1. Dealing with first line enquiries:

   a. In person

   b. Over the telephone

   c. Via email

2. To always represent the Company in a professional and competent manner in all dealings with internal and external bodies.

Support to Director of Army Contracts (DoAC)

Provide administrative and data driven support to the DoAC to enable improved provision to external stakeholders and holistically across all army contracts. Including the following:

1. Facilitating the provision of data to DoAC for Working Groups, Steering Groups, Senior Management Team and Board Meetings.

2. Act as primary point of contact for data tasks and reporting.

3. Coordinate with DoAC for dairy management and meeting deconfliction to assist in time management and prioritisation.

4. Lead on bookings and arrangements for DoAC travel across all army contracts.

5. Support DoAC with any other administrative or data tasks as required.

Quality

1. To provide support and funding guidance to Senior Data Technician and the Contract Coordinators in the preparation of external audits and inspections.

2. Carrying out internal audits with the Data and Funding Manager by reviewing funding calculations and compliance guidelines.

3. To be fully conversant with company policies and procedures.

4. To be fully conversant with OFSTED procedures.

5. To participate in Self-Assessment Reviews and Quality Improvement Planning activities.

6. To keep up to date with changes to national standards and requirements in relation to role.

7. To contribute to the implementation of quality systems and processes.

8. Identify and share good practice with other staff and teams.

Professional Development

1. To keep up to date with national and local developments, in relation to the role.

2. To monitor and evaluate personal performance within the context of the role.

3. To participate in the company appraisal system and remain conversant with Company Policy and Procedure.

4. To participate in training and development activities as required.

5. To remain proficient in the use and application of IT.

6. To comply with annual CPD requirements in relation to role.

7. To participate in training and development activities as required.

8. To remain proficient in the use and application of IT.

9. To comply with annual CPD requirements in relation to role.

Other Duties

In addition to the above duties the post holder may also be required to:

1. Carry out any other duties as directed within the general nature and character of the post.

2. To always represent the Company in a professional and competent manner.

This job description is intended as a guide to the main responsibilities and duties and is in no way intended to restrict any individual in the performance of other duties as required by the company.

The job description will be reviewed and updated periodically in the context of organisational and developmental changes.

Person Specification – Head of MIS

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	A minimum of 5 GCSEs 4 – 9 (A*-C) Competent in the use of IT systems	Safeguarding Cert Equality and diversity cert Health and safety cert Qualification in Data or equivalent at Lv3 or above
Experience	Demonstrable experience using excel MIS systems – input and analysis of data Working with a substantial amount of confidential data Coordination and management of email accounts Use of Microsoft packages	Background in working in the education sector Understanding of PowerBI
Skills/Abilities	Self-driven and adaptable Excellent analytical skills Problem solving Ability to prioritise work and meet deadlines Time management Cope under high pressure Understanding of safeguarding g Understanding of equality and diversity Develop strong working relationships	
Work-related circumstances	The ability and willingness to undertake staff development.	