Job Description

Job Title:	**Head of MIS**
Report to:	**CEO**
Responsible for:	**Management of Data and Business Support Team**
Base:	**Blandford**
Contract:	**Permanent / Full Time**

Main role objective:

The Head of MIS is a pivotal role across The Colleges' Partnership to develop and manage robust MIS services with the Business Support Teams to provide access to comprehensive, reliable, relevant, and up to date information, analysis, and reports.

To provide high quality reliable data, to support Managers to make well-informed business decisions on all operational and performance aspects of the business and to provide external stakeholders with regular, timely and accurate data sets, including returns to external stakeholders and funders.

To manage and develop the Data and Admin team effectively and efficiently to ensure financial and contractual obligations are met across all funding, data, and administrative functions.

Responsibilities

Leadership: To contribute to SMT proceedings and meetings and carry out duties as per direction from these meetings. Supporting in operational strategic aims and ensuring that the Data and Admin functions are led to achieve these agreed aims across the whole of The Colleges' Partnership.

Management: To be responsible for the effective management of the Data and Business Support Team. To manage the team to ensure staff project a professional image and carry out their work to the expected standards and within budgetary requirements.

Communication: Ensure effective communications are maintained throughout the area of responsibility and with senior management.

Stakeholder Engagement: To attend external meetings with relevant stakeholders to discuss TCP Data and processes.

Administration: Carry out all administrative duties in accordance with Company policy and procedures.

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

Leadership

1. To lead on data reporting, funding returns and data compliance across all funding streams.

2. To lead on the design and development of efficient and compliant end to end administrative processes across all income streams.

3. To contribute to the progress of the company against objectives through positive and innovative contributions to the senior leadership team.

Management

1. To manage the MIS Team with specific line management of the Data & Funding Manager and the Contracts Administration Team.

2. To monitor attendance, conduct, discipline, appraisal, Training Cycle, feedback and mentoring.

3. Liaise and work in conjunction with HR on any occasion where Company Policy & Procedure needs to be invoked (e.g. Attendance, Capability, Disciplinary, etc.)

4. To ensure the team plan and manage their workload effectively and with due regard to cost effectiveness and teamwork.

5. To maintain accurate records at all times, preparing reports as required by Line Manager.

6. To carry out management inspections as required.

7. To establish and maintain good working relations.

8. Manage budgetary spend of all direct reports, costing trips and activities versus output and outcomes and taking action.

9. Conduct Management checks on documentation for quality, context, SMART targets, etc.

Communication & Stakeholder Engagement

1. To effectively communicate, provide, and explain data to external stakeholders in a professional, comprehensive, and timely manner.

2. To attend external meetings and provide context to data in a manner that allows attendees to understand the range of data and methodologies used.

Administration

1. To perform all administrative checks, as required by Company Policies and Procedures and maintain records.

2. To produce regular, timely and accurate management reports.

3. Interpret management information and initiate appropriate action.

4. To maintain correct staffing levels through planning to meet varying workloads, business plans to justify extra staffing (permanent and temporary) and gaining authority from Executive Director to advertise and interview for new staff.

Quality

1. Manage timely and accurate returns to college stakeholders, including the ESFA and BSS, ensuring the college maximises its funded contract values and is compliant with funding rules and regulations. Provide analysis to SMT on emerging priorities and changes.

2. To keep accurate records of work completed by the team, ready for inspection.

3. To assist in the preparation of and participate in Internal Audit checks and OfSTED Audits and Inspections.

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

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

6. To keep up to date with changes to national awarding bodies' criteria and standards, in relation to team roles.

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. Keep up to date with funding developments within the FE and HE sector, particularly those that may change information requirements, analyse and make recommendations for implementation to SMT and provide briefings for Governors and staff.

2. To keep up-to-date with national and local developments, which may impact on the team or any other aspect of the role.

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

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

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

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

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

Other Duties

In addition to the above duties and as directed by the CEO, the Head of MIS may also be required to:

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

2. To represent the Company in a professional and competent manner at all times.

3. To comply with and promote Organisation Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.

4. To understand, comply with and promote the Organisation Safeguarding policy and procedures.

5. To understand, comply with and promote the Organisation Equality and Diversity policies and procedures.

6. To undertake such other reasonable duties as may be required from time to time.

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	Degree or equivalent level qualification or experience in a relevant subject area e.g. MIS, Data Analysis, etc.	IT qualification Level 2 (or equivalent) Safeguarding Cert. Equality & Diversity Cert. Health & Safety Cert.
Knowledge / Previous Experience / Skills / Ability	Evidence of successful management in a relevant discipline (MIS, Examinations, ILR), or equivalent knowledge or qualification. Understanding of Education funding guidance, particularly within, ESFA or Further Education. Experience of working with a wide range of reporting systems, compiling accurate and detailed data and information for Senior Management and stakeholders. Experience of staff, budgetary control and resource management. Working in a customer facing role. Experience of implementing change. Working in an environment of Continuous Quality Improvement. Proficient in the use of Microsoft Office	Understanding of government regulations, particularly in relation to Further Education.
Skills/Abilities - Interpersonal	Ability to build relationships and work collaboratively with a range of both internal and external stakeholders. Possession of good communication skills, written and oral. The ability to manage, develop and motivate a team to high performing levels. The ability to develop positive working relationships with individuals at all levels. The ability to work effectively as a manager, as part of a team as well as autonomously when necessary. Giving & receiving effective feedback. The ability to manage conflict.	
Skills/Abilities - Other	Ability to prioritise own workload and meet deadlines. The ability to demonstrate Leadership capabilities. Ability to produce work to an appropriate standard in line with requirements of the role. The ability to make sound, well considered decisions and judgements. The ability to work effectively through teams and a critical and sensitive understanding of the roles of other staff. Using a PC for creating, storing and retrieving information. Effective Time Management Skills. Flexible and able to cope under pressure. An understanding of Safeguarding Issues. An understanding of Equality & Diversity.	
Work-related circumstances	The ability and willingness to undertake relevant staff development. Possession of a full driving licence, the ability to drive and use of a car.	