**Job Description**

**Post:** MIS Developer & Systems Analyst

**Salary/Grade:** Grade 7 SP15-18 £27,189 - £29,924

**Working time:** Full Time, permanent, 36 hours per week

**Responsible to:** MIS Manager

**Main purpose of the post:**

* To contribute to the duties of the MIS office.
* Develop, maintain and upgrade the internal MIS system to ensure the efficient administration of teaching, learning, and assessment.
* Work alongside college staff to define and develop their data needs, designing and maintaining meaningful and accurate reports to support college effectiveness and support the development of college reporting systems.
* Work with the MIS Manager and Vice Principal to ensure the college timetable and registers are efficiently and accurately set up.
* Develop, design and test new reports, systems and applications in conjunction with College teams to provide stakeholders with the accessible information.
* Work innovatively keeping abreast of latest technologies relevant to the role as well as to cultivate long-term strategic goals for MIS reports in conjunction with end users, managers and other stakeholders.

**Main duties:**

1. **Operational Duties**
   1. Maintain and update the college’s new student application system.
   2. Develop and maintain reports from the college’s student records systems.
   3. Develop systems to assist the college in moving towards more digital based reporting systems and reduce paper-based work.
   4. Develop, test and maintain SharePoint, college custom web applications and linked products.
   5. Administration and maintenance of site access security systems.
   6. Work with the MIS Manager and Vice Principal to ensure the college timetable and registers are efficiently and accurately set up and completed on time.
   7. Assist with students’ changes of courses and status, ensuring they are completed on time and accurately so all student data is up to date on the MIS system.
   8. Provide support and development for the student administration and exams teams as required.
   9. Responsible for updating the main student records system, and any developments or enhancements it needs, and to liaise with external agencies to achieve this if needed.
   10. Keep up to date with the latest technologies relevant to the college with the aim of designing and developing current and new systems for the benefit of the strategic goals of the college.
2. **User Education/Training**
   1. Create user guides for existing and new processes on the MIS systems.
   2. Support staff in the use of all college student record systems, including various MIS systems and electronic registration.
3. **Curriculum Provision and Development**
   1. Obtain a working knowledge of the curriculum structure and keep abreast of relevant developments.
4. **Management of Resources**
   1. Be constantly aware of the legal implications of data collection and storage, and remain GDPR compliant
5. **Staffing**
   1. Work collaboratively as part of a team to share good practice.
   2. Work flexibly providing cover for absent colleagues when required.
   3. Participate in continual professional development and coaching and mentoring to enhance and share good practice.
6. **Students**

**Safeguarding**

* 1. Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy and procedures.
  2. Be proactive in relation to student safety and well-being, reporting any health and safety matters (e.g. repair/maintenance) to the Estates Team or Health and Safety Manager, as appropriate, or addressing those that are immediately resolvable.
  3. Maintain a close working relationship with the pastoral and safeguarding team, so that any student welfare concerns are communicated/reported. Keep a particular watch on students who may be vulnerable to being a victim or perpetrator

**Discipline**

* 1. Take responsibility for promoting good standards of behaviour and conduct in students by implementing and reporting breaches of the Student Conduct and Discipline policy.

**Learner Involvement**

* 1. Contribute to the development and implementation of the Learner Involvement Strategy in order to improve the quality of provision and to respond appropriately to learner needs.

1. **Quality Assurance**
   1. Participate in the College’s Performance Management Review system and have an annual review meeting with your line manager.
   2. Keep a professional development file to record personal training and development.
   3. Be proactive in ensuring all systems and data reporting is fit for purpose
   4. Be proactive in ensuring data checks are carried out to their completion, informing management of any issues
   5. Contribute to the Self-Assessment Report and Quality Improvement Plan within the Department.
2. **Equality and Diversity**
   1. Create a purposeful, positive and supportive working environment, sensitive to equality and diversity.
3. **Management Information and Administration**
   1. Respond to requests for ad hoc information to support other areas of the college in their operations and increase efficiency.
   2. Support ILR and Data returns under the guidance of the MIS Manager
   3. Ensure the accuracy of data through extensive data checking procedures
   4. Store files in a logical and accessible location to provide ease of access and reporting from other systems
   5. Have an understanding of college timetabling and curriculum balancing
   6. Investigate the potential to use AI to develop more efficient systems and help manage workload
4. **Communications**
   1. Attend College events, briefings and meetings as part of the College’s meeting schedule.
   2. Use the College’s systems, policies and procedures to communicate issues as appropriate.
5. **Marketing and Liaison**
   1. Contribute to the marketing and promotion activities of the College and the Department.
6. **Other**
   1. Contribute to the college ethos and strategic and improvement plans.
   2. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect of the levels of Health and Safety across the College.
   3. Support college events such as Open Days, Parents’ Evening and Enrolment as required.
   4. Undertake any other duties of an equal nature as assigned by the Principal or their designated alternate.