

# Management Information Systems (MIS) and Performance Manager

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**Reading**  
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## Job Description

**Job Title** MIS and Performance Manager

**Location** Various New Directions sites within Reading.

**Grade/Salary Range** RG7 (SCP 33-39, gateway at SCP 36)

**Service/Directorate** Economic and Cultural Development  
Directorate of Environment and Neighbourhood Services

### Job Purpose

The post will manage the data, funding, finance and performance function within the College. Managing the Management Information System (Unit E) and all associated operational functions, such as regular ILR returns to the ESFA and ensuring the service is wholly compliant to ESFA/funding body rules and regulations. This post will also lead on reporting on outputs and performance (enrolment, achievement, pass rates and retention) and will work with the Senior Management Team and Curriculum Managers to ensure accurate and timely data is available to drive forward the College to outstanding and to ensure the annual ESFA AEB Grant is fully utilised. This post will help manage and monitor finances for the college and will analyse monthly payroll and budget reports, advising managers on current position and future forecast. Furthermore, this role will also be responsible for the management of data, information and infrastructure of the College's Virtual Learning Environment (Moodle), including the upload of courses and processing of learner enrolments to the system.

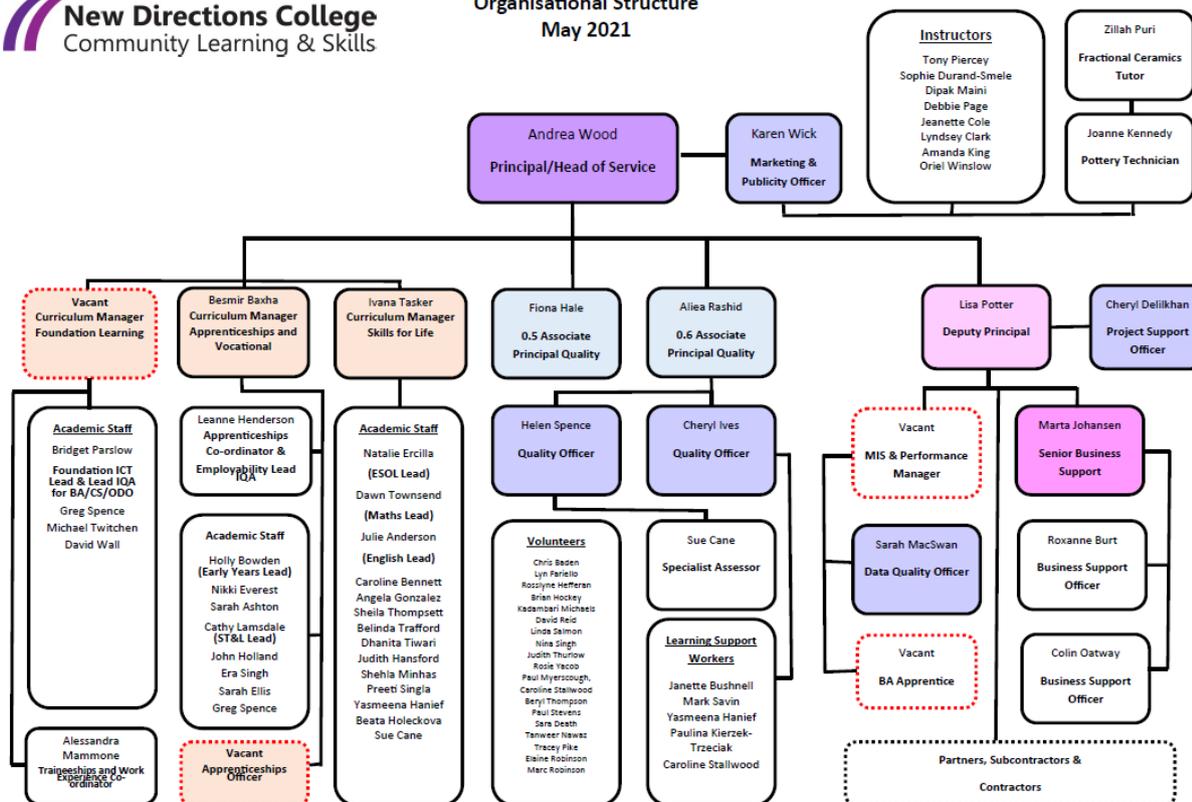
The post holder will:

1. Be a member of the Senior Management Team (SMT).
2. Lead all data input and data management functions to ensure the College is compliant with funding body rules and regulations and the AEB and ESFA funding allocations are fully utilised.
3. Lead operational functions to deliver accurate and timely reports that help inform colleagues and services about outputs and performance and ensure the service is compliant with funding body regulations for data returns.
4. Work strategically to ensure MIS and data operations across the service are connected and efficient, offering high levels of accuracy and value for money.
5. Manage and monitor financial records, analyse data and produce reports. Process financial transactions including raising purchase orders, processing invoices etc.
6. Manage the operational and data driven aspects of our Virtual Learning Environment, including course uploads and learner enrolments.
7. Be an ambassador for the effective use of data to inform best practice and drive continuous improvement.
8. Line manage a Quality Officer for Data and an Apprentice.

## Designation of Post and Position within Departmental Structure



### Organisational Structure May 2021



## Main Duties and Responsibilities

1. To ensure that the College fully utilises the £1.3m ESFA AEB grant and other funding allocations, by providing accurate and timely data against actual and planned delivery.
2. Utilise and demonstrate knowledge and expertise of funding rules and regulations and offer advice and guidance to SMT and Curriculum managers on how to maximise funding within their curriculum area.
3. To develop and implement strategies to ensure that performance data is accurate, communicated in a meaningful, timely and appropriate manner to both internal and external partners and stakeholders, and to inform strategic planning and quality improvement at senior management and governance board level.
4. To be responsible for inputting, evaluating and processing complex data sets in line with ESFA rules and regulations and complete monthly funding returns, adhering to strict deadlines, in order to fulfil our statutory requirements. This includes enrolment of individual learners and the establishment of course files in line with the curriculum plan.
5. To contribute to protocols and processes linked to ESFA learner eligibility criteria, and lead on capturing and retaining evidence.
6. To manage and promote the College's Privacy Policy and associated activities.

7. To act as Contract Manager for the College's MIS and VLE contracts, including chairing performance review meetings and reporting back to SMT.
8. To ensure the College's Management Information System (MIS) and Virtual Learning Environment are managed effectively, fully utilised and kept up to date through the process of scheduled updates.
9. To manage and monitor financial records and reports. Analysing monthly financial data and reporting to managers across the Council and service on current position and future forecasts.
10. To lead on system development, including training of users, extraction and presentation of information, and integration with other systems as required.
11. To manage protocols to ensure the integrity of data, and systems in which it is held.
12. To lead on identifying relevant sources, best practice and benchmarking data to provide context for internal data review and monitoring. This includes providing frequent QAR data and analysis.
13. To be responsible for interpreting complex government funding rules and regulation and advise colleagues and members of the New Directions College Governance Board on likely impact and implications of actions taken.
14. To lead programmes of digital transformation where opportunities present themselves and to ensure the service is efficient.
15. To lead on GDPR for the service and ensure the capture and maintenance of all data, including sensitive data, is in line with national regulations.
16. To lead internal and external audits, including routine mini audits that help to quality assure local practice and the management of data.
17. Attend annual training and development (with ESFA/External agencies) to ensure knowledge and expertise is up to date and to disseminate key findings to colleagues.
18. To brief colleagues about changes and updates to funding rules and regulations and provide training and development where necessary.
19. To contribute to the annual Self-Assessment Report and Quality Improvement Plan.
20. To effectively manage a team, including an Apprentice and ensure they receive high quality on the job training and development opportunities.
21. Carry out all duties with regard to the Council's Health and Safety and data management policies.
22. As a member of the Senior Management Team (SMT) the post holder will contribute to setting the strategic direction of the College and represent the College at internal and external events.
23. Undertake other responsibilities as determined by the Principal or Deputy.

## *Gateway Criteria*

1. Lead on strategic service development in relation to digital transformation and the effective use of data to manage and improve performance.
2. Drive forward service wide improvements that lead to efficiencies, greater levels of productivity and high standards of quality.

## **Scope of Job (Budgetary/Resource Control/Impact)**

1. Participate in the recruitment of staff within the Council's recruitment and selection procedures.
2. Can initiate purchase orders and approve up to the value of £10,000.
3. To provide accurate and timely data that demonstrates the services' performance against our grant funding allocation of approximately £1.3m.

## **Special/Other Requirements/Responsibilities of this Post**

**Level of DBS check required for this post** Check Required

<b><i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	YES
<b><i>If *, does the post require a check against the list of people barred from working with children?</i></b>	YES
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	
<b><i>Is this post "politically restricted"?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 2
<b><i>Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i></b>	This post is responsible for ensuring that Risks associated with managed projects are identified, monitored and mitigated against as an integral part of project planning and delivery.
<b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties &amp; Responsibilities" above</i></b>	None

## *Person Specification*

### *Qualifications/Education/Training*

1. Educated to degree level in a numeracy-based discipline or have a minimum of three-years' experience of data analysis and interpretation
  2. ICT qualification at Level 2 or above
  3. Advanced Microsoft Office/365 User Skills
  4. An advanced or higher-level management or finance qualification
- Or equivalent demonstrable experience.

### *Experience*

1. Excellent knowledge and expertise of FE/Post compulsory/Adult education and Apprenticeship policy and key emerging developments.
2. In-depth and current working knowledge and expertise of various funding rules and regulations associated with ESFA funding streams. This includes Adult Education Budget (Skills and Community Learning), Traineeships, Sector Based Work Programmes, Apprenticeships (Levy and Non-Levy) and experience of education and skills project funding such as Section 106 monies, ESF etc.
3. Experience of working with Curriculum Managers to map and forecast financial spend against grant funding, using a good level of understanding of regulated qualifications and non-regulated formula funded provision.
4. Experience of managing data returns against the Additional Learner Support Fund including financial support for Childcare, hardship and learning support.
5. Demonstrable experience of monitoring and reporting on financial and strategic performance using Individual Learner Record (ILR) data and other key performance indicators.
6. Experience of interpreting financial data and producing reports that accurately report on current financial position and future forecast.
7. Demonstrable experience of using and developing UNIT-E or other similar MIS databases.
8. Demonstrable understanding of data quality, data protection and information sharing principles, including up to date knowledge of GDPR, and how to apply them.
9. Demonstrable ability to apply organisational/policy knowledge across a specialist area.
10. Demonstrable experience of effective communication verbally and via written reports.

## *Skills, Abilities & Competencies*

1. Skill and ability to analyse and interpret varied and highly complex information and present key findings, emerging developments or critical issues, coherently.
2. Advanced IT skills including the use and development of Management Information Systems such as Unit E.
3. Demonstrable ability in the use of Microsoft SQL server reporting services, used to extract and compose data for the service from the MIS and report back to the ESFA.
4. Competence and ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
5. Highly developed oral and written communication skills to confidently present complex/sensitive information in an understandable way, adapting the style to a range of audiences.
6. Competence and willingness to work independently within regulations and guidelines, using discretion and initiative over a broad area of activity, with limited access to more senior officers.
7. Ability to carry out tasks and/or advise on internal procedures which impact on the well-being of people, including assessing needs and implementing regulations, and providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
8. Competence and skill to take responsibility for line managing others, providing direction, monitoring progress and performance and empowering them to achieve objectives. This includes managing an Apprentice and ensuring they receive high quality on the job training, mentoring and support.
9. Commitment to equal opportunities, to support the diversity and needs of our learners, colleagues and others.

## *Specific Working Requirements*

1. To be able to work effectively both remotely, from home and in the office environment.
2. To accept longer working hours during periods of high workload.
3. The post holder will be required to work some unsocial hours, including attendance of evening meetings and occasional weekend working (very rarely).
4. Note that during an Ofsted inspection we would request that annual leave is postponed until after the inspection whenever possible.