DESCRIPTION OF POST

Job title:	Funding and MIS Manager

Size:	**36 hours per week x 52 weeks per year**
Conditions of Services:	**Local Government Conditions of Service**
Grade & Scale point:	**LBR 8 – point 26-28**
Line Manager:	**Principal**

A. Overall Purpose of Job

1. To ensure the delivery of timely and accurate funding and performance returns and reporting.
2. To Line manage the Management Information System (MIS), Exams teams and Student Data & Analysis administrator.
3. The post-holder will work closely with the Senior Leadership Team (SLT) and other curriculum and service area teams.

B. Main duties and responsibilities

1. Provide clear day-to-day leadership in the development and delivery of the MIS, funding and Examinations functions in line with the standards and expectations required throughout the Institute
2. Manage the continuous improvement of MIS and associated processes, ensuring all data is clean, valid and reliable in order to maintain outstanding performance
3. Oversee the work of the Examinations team to ensure all exam administration requirements are conducted in accordance with agreed standards and JCQ and exam board regulations
4. Liaise with curriculum teams on developing and implementing surveys as part of the Institute's learner voice strategy
5. Provide advice and guidance on data, funding and compliance issues at a strategic level.
6. Ensure the submission of compliant ILRs to maximise all funding claims, in line with current funding regulations and meeting the relevant deadlines
7. Ensure that timely destination tracking is completed and regularly reported
8. Analyse and produce performance data report for the Senior Leadership Team, Governing Body, curriculum teams and external quality organisations
9. Provide staff training and support on funding and compliance requirements, data systems, and the effective use of learner data.
10. Identify risks on meeting funding targets and Provide the necessary recommendations in maximising funding and identifying opportunities and efficiencies
11. Maintain a high level of knowledge of funding and data regulations set by the funding and awarding organisations
12. Consolidate and present regular funding reports to the Senior Leadership Team
13. Ensure that performance data is timely, accurate, appropriate, sufficient and user-friendly and that business objectives are met.
14. Be responsible for funding compliance across the service, including spot checks and audit of learner data.
15. Line manage the MIS, Exams teams and the Student Data & Analysis Administrator, in line with the Institute's performance management processes.
16. Work closely with Curriculum Managers and curriculum teams to prepare for annual Self-Assessment and OFSTED inspections.
17. Advise and steer curriculum planning to maximise income and increase achievement rates.
18. To ensure compliance with legislation, external body requirements and Institute policy and procedures.

C.   General Duties

1.   To act as a duty manager on some term time evenings and Saturday mornings in line with the duty manager rota

2.   To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively

3.   To positively promote the Institute in all contact and communication with the public and learners

4.   To follow all Institute policies and procedures

5.   To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times.

Person Specification: Funding and MIS Manager

Specification	Essential	Desirable
Education and Training Formal qualifications and relevant training	1. Academic or professional business management or business administration qualification. 2. Maths and English at Level 2, Grade A*-C or equivalent.	1. Leadership and Management training and/or qualification.
Experience Ability to undertake duties of the post	1.　Experience of working in a publicly-funded post-16 FE or adult education provider. 2.　Up-to-date, relevant and substantial experience of working with Management Information Systems 3.　Experience of managing and motivating staff 4.　Experience of working within external quality frameworks (such as Ofsted, Matrix etc)	1.　Experience of Pro Solutions MIS system 2.　Experience of mentoring and coaching staff
Skills and Knowledge	1.　Substantial knowledge and expert understanding of AEB funding methodologies and rules 2.　Detailed knowledge of data returns complying with GLA and ESFA funding regulations 3.　Strong organisational skills with an ability to manage a varied workload and meet deadlines 4.　Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Education, ILR and management information systems 5.　Excellent communication skills including the ability to give and receive information and advice effectively to a wide range of audiences 6.　Excellent data analyse skills to help with reviewing large volumes of information and monitoring and reporting on KPIs.	1. Knowledge of data analysis tools such as EXCEL and/or SQL
Personal Qualities	1.　Highly effective communication skills both orally and written 2.　Positive and energetic with a proactive approach to getting things done, including finding creative and innovative solutions 3.　Highly motivated to work with partners, diverse groups of adult learners and other colleagues to meet service objectives 4.　Highly organised with the ability to prioritise effectively and manage own and team's workload 5.　Ability to meet deadlines 6.　Attention to detail	

	7. Reliable with a flexible approach to working hours 8. Committed to developing others, supporting their wellbeing and helping to manage their workload.	