Job description: Data and Administrative Services Officer

Status	Permanent
Base	**Stockwell Centre, Morley College London, 1 Studley Road, SW4 6RA** *Post holder may be required to work across College sites and at other locations*
Grade	Salary Scale APT&C
Salary	Circa £38,116 (including LWA) *It is our policy to normally appoint at the bottom of the salary scale*
Hours of work (per week)	36 hours per week
Reports to	*Head of School: Community Learning*
Manager to	*Student Services Assistants*

ROLE PURPOSE
The post holder will support the work of the Community Learning (CL) service by devising, embedding and maintaining appropriate compliance systems which are fit for purpose and support the CL service to meet funders' requirements and expectations, align with the college processes and enable smooth operational work of the CL service.

MAIN ACCOUNTABILITIES

A. Devising, embedding and maintaining effective compliance systems which support the CL service's operations effectively, meet funders' requirements and expectations, and align with the college data reporting, exam, HR and finance processes.

1. Work closely with CL service staff to co-ordinate the design, embedding and maintenance of appropriate compliance systems which are fit for purpose and support the smooth running of the CL service's provision and meet external funders' requirements.

2. Support operational management of the CL service's work by providing timely and accurate updates about possible compliance implications of the CL service's proposed new provision or processes (e.g. progression tracking, IAG coordination etc.) and work closely with CL service staff to find effective solutions.

3. Support coordination for the resourcing of community learning classes, including the delivery and collection of equipment and resources, by liaising with the Curriculum teams and relevant college staff.

4. Ensure that the inventory of resources is kept up to date.

5. Support the CL service's community-based provision by working with Partnership Contract Managers to ensure the relevant agreements and documents are in place before the start of a course and providing reports to internal or external partners as appropriate.

6. Organise and monitor off-site enrolments, in partnership with curriculum teams, including fee collection where appropriate, and supervise the entering of enrolment data accurately and in a timely manner, delegating to the Student Support Assistants as appropriate.

7. Co-ordinate the creation and regular completion of course registers through liaison with colleagues and ensure timely and accurate updates of the college's attendance software.

8. Collate and maintain payroll data, where appropriate, for the Centre's sessional staff within the overall College payroll systems, meeting appropriate deadlines and ensuring accurate tutor payment.

9. Co-ordinate the organisation of records and filing systems as required.

B. Leading on the provision of accurate data in relation to the CL Service's data returns to funders, ensuring compliance with funding and audit rules, in collaboration with the MIS team.

1. Ensure that Individual Learner Record (ILR) errors and inconsistencies are rectified in a timely manner, including creating and verifying Unique Learner Numbers, checking student previous qualifications etc.

2. Regularly run PDSATs reports to ensure that all appropriate funding rules are being adhered to.

3. Regularly monitor the quality and accuracy of enrolment, fees, attendance, absence, withdrawals, achievement and other data collected in classes to ensure that it is meeting the funding expectations.

C. Maintaining effective collaborative working arrangements with funders' MIS teams and a range of the college professional services teams in order to find joint solutions which meet the data reporting requirements of the CL service and are aligned with the needs of other stakeholders.

1. Work closely with the college and funders' MIS teams to ensure that the CL service's data are accurate and returned as expected.

2. Assist with audit spot checks and audit tests by preparing the necessary documentation and taking action to improve the inaccurate recording and other identified areas of work that need improving.

3. Work with colleagues from MIS to ensure that data recorded is valid and accurate.

4. Work closely with the exams team, Programme Area Manager - Quality Manager and Community Learning and the curriculum teams to administer exams based on the regulations of awarding bodies and correctly record achievements in the ILR.

5. Work closely with the HR and Finance teams to ensure the accurate and timely payment of the CL service's sessional staff, where appropriate.

6. Work closely with the IT and Premises teams to ensure timely resourcing of community- based classes and prompt collection of the CL service resources.

E. Ensuring the creation of accurate and appropriate new course set-up, in partnership with cross-college curriculum teams

1. Ensure that the funder is identifiable from the course set up

2. Support in the creation of new courses, including New Course Forms, and creating the course folders, working with Student Services Assistants as appropriate.

3. Amending and making course changes as appropriate and guided by manager, and any other course creation tasks as appropriate including the design of promotional flyers.

GENERAL COLLEGE RESPONSIBILITIES

1. Attend relevant training and meetings as required.

2. Be committed to Continuous Professional Development (CPD), meeting the annual
   requirement for CPD and to keep up-to-date professionally.

3. Contribute to the effective management and promotion of equality
   and diversity and safeguarding.

4. Work in accordance with the Health & Safety at Work Act, ensuring the
   College is a safe environment for staff, students and visitors.

5. Work at all times in accordance with Morley College's policies and procedures.

6. Undertake some Saturday duties as required for which time off in lieu will be
   given.

Carry out such duties as may be required from time to time by the college
that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance
of safeguarding the welfare of children and vulnerable adults they are responsible
for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be
flexible. Any changes of significance will only be made following a discussion with
the post holder

WORKING WITH

The post holder will work closely with;
- Head of School: Community Learning
- Programme Area Manager - Quality Manager and Community Learning
- Programme Area Manager - Outreach and Partnerships
- Programme Area Manager – Maths and Digital
- Programme Area Manager – Supported Learning
- Education and Careers Advisor
- Student Services Assistants
- Curriculum teams etc.

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated
activity. The post holder will be required to obtain an Enhanced DBS Disclosure,
including an ISA barred list check.

PERSON SPECIFICATION

Job Title:	Data and Administrative Services Officer

Essential Criteria:

- Educated to at least Level 3 (A-levels, or equivalent) including GCSE's (or equivalent) at grades A to C in English and Maths
- Knowledge of the Individualised Learner Record,
- Learning Aim Reference Service and associated software
- Experience of successfully managing and leading a team of staff, with proven ability to effectively support, motivate, train, develop and manage the performance of staff
- Proven ability to work methodically with close attention to detail
- Ability to work quickly and accurately under pressure.
- Experience of setting up and monitoring the effective
- administrative systems for collating and analysing of data.
- Previous experience of project and or event organisation
- and management.
- The ability to work on own initiative and work under
- minimum supervision, prioritise tasks and meet deadlines
- Good interpersonal skills with the ability to work flexibly as part of a team with the ability to tailor verbal and written communication appropriately to diverse types of audiences
- The ability to liaise effectively with a wide range of internal and external stakeholders.
- Good IT skills with the ability to use databases and MS Office packages (Word, Excel & Outlook) plus significant experience of spreadsheets to analyse data
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

Desirable Criteria

- The experience of working with excluded and hard to reach groups and the knowledge of their barriers to learning and employment and strategies to overcome these.
- Experience of working with voluntary and statutory organisations, including with libraries.

August 2024