



Head of MIS and Exams

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff, and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>Westminster City Council has had a culture of openness, transparency, and integrity – where everyone has the opportunity to thrive and develop to be the very best.</p> <p>The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:</p> <ul style="list-style-type: none"> • Personal development: Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best. • Value our people and diversity: Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city. • The Westminster Way of working: Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses, and visitors. We champion modern and agile working and an open and transparent outlook to the way we work. <p>In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That is why at Westminster we celebrate and embrace our differences.</p> <p>We are passionate about creating a workplace where all can thrive, and where every single person could develop, grow and to be valued for their contribution.</p>
<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To lead and develop the MIS & Exams service to enable maximisation of funding, learner numbers and providing an efficient exams service and service systems. 2. To communicate effectively with colleagues across the college around matters relating to the role

3. To manage the development and bespoke adaptation of the college's data management systems so that they can support college data processes. This may include the development of bespoke including .NET, SQL and Web based data collection and processing solutions.
4. To manage the development of all reporting solutions for annual reporting cycle, discrete projects and ad hoc data requests including urgent matters.
5. To lead on the day-to-day management of the service ILR returns, ensuring the ILR is prepared and submitted in line with published timelines. Using data checking tools such as PDSATs to ensure compliance and funding optimisation.
6. To ensure the ILR file is updated to other relevant MIS systems allowing for updated cascade information such as ProAchieve, 4CAST & KPI monitoring.
7. To ensure the other funding portals including but not limited to, Advanced learner loans and Apprenticeships are kept up to date and information shared appropriately.
8. To identify issues and work with internal colleagues and external providers to rapidly resolve these.
9. To liaise with any subcontractors or third parties on matters relating to funding and enrolments, ensuring appropriate reporting methods are in place.
10. To manage and effective curriculum planning and timetabling cycle, leading on appropriate processes, timescales, training and communication.
11. To be able to present funding information in an easy-to-read format for the Service Management Team.
12. To work closely with the admissions and enrolment team to continually develop processes and ensure funding compliance.
13. To effectively line manage the MIS & Exams Teams.
14. Continually review and develop the reports to maintain functionality, including adjustments to accommodate changes in internal and external requirements.
15. Work closely with the colleagues to ensure that the continuous development of the MIS related college systems is integrated, coherent and strategic.
16. Provide qualifications and funding advice to curriculum managers and training on college systems such as ProAchieve, EBS, 4CAST.
17. 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.
18. To support the updating of the fees policy including subcontractor fees as part of the curriculum planning cycle.

Budget responsibilities: No direct budget management responsibility

Staffing £0.00

Procurement circa £0

Other circa £0

<p>What do we expect this role to achieve?</p>	<ol style="list-style-type: none"> 1. To lead and manage effective MIS, Funding, Systems and Exams functions. 2. Good working relationship with all Heads of Department. 3. Timely monitoring of funding actions including updating of achievement throughout the year. 4. Innovative ideas and development to business systems. 5. Ensure compliance with all aspects of funded provision. 6. Continual quality development of the MIS & Exams functions.
<p>Band/Salary range</p>	<p>Band 4</p>
<p>Work style</p>	<p>Agile – will be required to work evenings and Saturdays as part of Duty Manager rota</p>
<p>Your manager & team</p>	<p>Reports To: Assistant Principal Business Support Services Direct Reports: Funding & Compliance Coordinator, Systems Developer, Reporting Analyst, Exams Coordinator</p>
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding, and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome-based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging, and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council, and we want you to support and promote this in your day-to-day work.
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance - setting high standards, encouraging improvement, and supporting the team to achieve.

	<ul style="list-style-type: none">• Having regular team meetings and one to one conversation about performance, including difficult ones when necessary; creating a safe environment for learning, taking time to understand their strengths and motivations, stretching them, and coaching them to achieve.• Managing budgets responsibly – planning, monitoring, and adapting budgets to respond to changing priorities. Delivering the Medium-Term Plan.• Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs, and responding to their feedback.
--	--

Person Specification –

Head of MIS and Exams		We will assess your match to the criteria from:			
Key: E – Essential D - Desirable		<u>App Form</u>	<u>Test(s)</u>	<u>Interview</u>	<u>References</u>
<u>Qualifications/Education/Training</u>					
Educated to level 4 standard/or equivalent experience.	D	✓		✓	
Working knowledge of Microsoft SQL Server, Microsoft SQL Server Reporting Services (SSRS), .NET technologies and C# programming.	D	✓	✓		
Excellent general ICT skills with at least one level 5 or higher qualification in an Information Technology or data analysis subject at grade B, or equivalent levels of experience gained through employment.	D	✓		✓	
High Level of maths ability or basic understanding of accounts.	D	✓	✓		
<u>Professional Knowledge/Understanding</u>					
Knowledge of Education funding and ability to manage the ILR function.	E	✓		✓	
In depth knowledge of Microsoft SQL, reporting and associated services (SSIS/SSRS/SSMS/SSAS) In depth knowledge of Data Warehousing, Power BI and external data links.	D	✓	✓		
Ability to understand audit/requirements/legislation and the ability to interpret complex procedures and documents.	D	✓		✓	
<u>Experience</u>					
Experience of working in a Further education MIS/Systems setting.	D	✓		✓	
Experience of using and developing database systems and Student Records databases (Tribal/EBS is Desirable).	D	✓	✓		
Experience in developing .NET and Web based data processing solutions.	D	✓	✓		
Proven track record of producing accurate work under pressure and to tight deadlines.	E	✓		✓	
Committed to achieving good quality work and agreed performance standards.	E	✓		✓	
Experience of producing and presenting data to senior management.	D	✓		✓	
Knowledge of Education funding and ability to manage the ILR function.	D	✓	✓		

<u>Skills</u>					
Ability to explain technical details to others in language appropriate to the audience (including students and staff with variable IT skills).	E	✓		✓	
Able to identify, prioritise, delegate and co-ordinate tasks according to resources and corporate objectives.	E	✓		✓	
Ability to work on own initiative and take ownership of tasks.	E	✓		✓	
Ability to develop innovative reporting solutions.	E	✓		✓	
<u>Disposition/Personal Qualities</u>					
Excellent problem-solving capabilities.	E	✓		✓	
Excellent communication skills.	E	✓		✓	
<u>Knowledge/Understanding of Key Policies</u>					
Awareness of Safeguarding, Prevent and EDI.	E			✓	