Job Description

Post:	Data Services Business Partner
Responsible To:	Group Head of Funding & Compliance
Summary of Post:	To provide a range of advisory and support and challenge services to our Colleges on student data management, in addition to leading for the Group in a technical specialism that ensures consistent, accurate, complete and timely data throughout its lifecycle, and supports our students' funding entitlement.
Technical Specialisms:	Course file & ILR, Enrolments & Registrations, Timetabling & Registers.

Specific Duties:

1. To partner with and advise College senior leadership and curriculum management on funding rules and compliance, acting as a trusted expert on student data matters. This will include providing support, advice and appropriate challenge to identify and resolve any data and documentary compliance issues in a timely way.

2. To provide support and direction to drive positive improvements in key performance metrics and measures, including compliance with funding rules and to support our students' entitlement.

3. Analyse management information to identify themes and trends and to in turn recommend and introduce counteractive solutions.

4. To plan, manage and deliver a data services work programme that, ensuring timeliness, completeness and accuracy.

5. To develop and maintain documented procedures for your technical specialism, ensuring that all College Services teams and other relevant

colleagues are aware of all relevant operational procedures, and that their knowledge and skills are kept up-to-date.

6. Linked to the above, work with other Business Partners to develop and deliver comprehensive learning and development programmes for College Services teams and other relevant College staff, to support their student data responsibilities

7. To have a customer-focused ethos, promoting a culture of high data quality emphasising accuracy, timeliness and completeness. To provide a first-class data service for Colleges, and to work with the other Business Partners to contribute to the provision of an excellent data service for the Group.

8. To develop and maintain a professional and appropriate level of knowledge and skills, relevant to the work of your team and your technical specialism.

9. To support colleagues at all levels and from every area to create high quality, accurate and complete data, with a view to optimising student experience and funding.

10. To review PDSAT and FRM reports in accordance with agreed guidelines and schedules, and as and when required by the Group Head of Funding & Compliance. To ensure that rule violations and errors are addressed, and that data is compliant by reviewing and taking appropriate corrective action.

11. To take a leading role during internal and external audits, working with the Internal Audit Manager and MIF and curriculum colleagues, to quickly and efficiently respond to audit issues.

12. To keep up to date with current funding guidance, regulations and compliance with regard to ESFA, Student Loans Company and OfS documentation.

General Duties and Responsibilities:

1. To participate in the support & development scheme and to undertake training based on individual and service needs.
2. To promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.

3. To comply with legislative requirements and Group policies and guidelines with respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.
It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
	Skills			
1.	Ability to produce and maintain high quality documented procedures relating to your area of technical specialism.	✓	✓	6
2.	Ability to manage an audit sample, allocating responsibilities, tracking and monitoring the collection of documentation and other evidence.	✓	✓	4
3.	Ability to partner with and act as a trusted expert to senior managers and staff at all levels on complex funding and data requirements, driving continuous improvement	✓	✓	6
4.	Strong analytical skills, with the ability to identify and resolve complex data issues and communicate effective solutions to staff at all levels	✓	✓	6
5.	Proficient use of a Learner Records System and associated student data systems, including bulk updating tools and reporting functionality.	✓	✓	6
6.	Ability to acquire and maintain strong working knowledge of all relevant funding methodologies and associated data requirements.	✓	✓	6
7.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture, and ethos	✓	✓	6
	Experience			
1.	Providing an advisory service in a complex, time-pressured, data driven environment, operating to the highest standards	✓	✓	6
2.	In-depth experience of ESFA funding rules and compliance, and the effective management and administration of student records	✓	✓	6
3.	Supporting and participating in significant cultural change in the workplace	✓	✓	4
4.	Working through, understanding, and responding effectively to data and information in PDSAT and FRM reports	✓	✓	4
5.	Successful experience of developing and delivering high quality technical training programmes	✓	✓	6

Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above).	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade 4/5 or above).	✓		4
3.	Evidence of continuing education and training.	✓		4

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.