

## Role Profile

**Job Title:** MIS Funding & Data Manager

**Department:** Quality & Contracts

**Responsible to:** Head of Quality & Contracts

### Main purpose of job:

To provide effective leadership and line management of the roles within Data services and Contracts, that manage the MIS and its functionality, the funded learner data, exports and reporting and contractual financial management activity,

To provide strategic direction and operational decision making to enable Training 2000 to meet its contractual obligations and provide financial, quality and performance management information to the business.

### Main Duties:

- To provide effective leadership and line management of:
  - System development and report writing staff to ensure
    - that data management systems are implemented, maintained, secure, sustainable and continuously reviewed to achieve efficient data management.
    - Financial, quality and performance reports are available to the business to inform decisions and bids, provide visibility to leadership, to respond to external contractual requests and to manage operational performance.
  - Contract specialist staff to ensure
    - The integrity and timeliness of data exported to funding bodies through the use of PDSATs, The Apprenticeship Service, Funding & Monitoring reports and other government funding systems
    - accurate and timely invoicing, crediting and payment in line with contractual requirements.
  - Data Co-ordinators through the Data Co-ordinator Team Leader to ensure integrity of data that is compliant and timely management of starters, leavers, changes and archiving of learner data.
  
- To develop and implement a strong team culture which drives high performance and is founded on trust, respect and a high work ethic.
  
- To lead on the funding data / management information strategy aligning development plans to UCLan's strategy to maximise associated benefits and efficiencies and achieve consistency across the group.

## Where your future matters



- To oversee the collection, management, processing, use and storage and destruction of learner and employer data for the end to end delivery of provision.
- To drive a data compliant culture through developing, embedding and driving policies, processes and procedures which relate to data processing and management.
- To analyse key business data and information relating to KPIs and improvement activity and to provide regular high-level reports, to both the business and Senior Management, to drive sustained performance and quality improvement and monitor impact of resulting action plans.
- To develop and promote strong cross functional team work and partnerships so that data teams are an integral part of Training 2000.
- To provide advice and guidance across the business in relation to accessing and using data and management information.
- To lead and facilitate quality improvement activities/projects which impact on the use, integrity and timeliness of data.
- To ensure compliance with GDPR – General Data Protection Regulations and Data Protection regulations through staff training and robust processes.
- To role model the essential management behaviours across the business and to challenge behaviours that are not consistent with the company core values.

<b>Signed by Employee:</b>	<b>Date:</b>
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## Where your future matters



## Person Specification

**Job Title:** MIS Data & Funding Manager

**Department:** Quality & Contracts

**Responsible to:** Head of Quality & Contracts

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>• Strong comprehensive knowledge of Government contractual obligations and funding rules in relation to funded training in particular Apprenticeships and Traineeships.</li> <li>• High level knowledge and use of various MIS including Maytas and other further education systems.</li> <li>• Strong knowledge of the successful performance criteria of funded provision and how to manage data to drive success.</li> <li>• Sound commercial, financial and legal knowledge with regards to funding, and data management.</li> <li>• Comprehensive knowledge of all company policies and procedures and their application in relation to data and contractual compliance.</li> <li>• Strong understanding of computer programming and various report writing language</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of professional qualification in accordance with position held, i.e. relevant degree</li> <li>• Management qualification</li> </ul>
Skills and Relevant Experience	<ul style="list-style-type: none"> <li>• Highly effective and consistent communication and active listening skills.</li> <li>• Strong organisational and presentation skills.</li> <li>• Strong relationship-building and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to design and deliver staff training aligned to the remit of the department</li> </ul>

## Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li>• Decisive, with good judgement and problem-solving skills.</li><li>• Acute attention to detail with a methodical approach.</li><li>• Strong data analytical and interpretation skills</li><li>• Comprehensive experience of undertaking management information, report writing and database management eg SQL</li><li>• Advanced skills and experience in the use of Microsoft Office packages especially Excel</li><li>• Experience of supporting inspection / compliance activity.</li><li>• Experience of people management and relevant leadership skills</li><li>• Experience of working with key stakeholders including but not limited to staff, SMT and external bodies</li></ul>	
Behaviours	<ul style="list-style-type: none"><li>• Open honest and supportive behaviours</li><li>• Supportive behaviours which encourage team members to provide innovative ideas, solutions and continuous improvements, which benefit the business.</li><li>• Well-developed engagement behaviours, which motivate and encourage high levels of quality and performance.</li><li>• Enthusiastic and innovative behaviours with a solution orientated approach.</li><li>• Influential behaviours and commands respect within the business.</li><li>• A positive and proactive approach in anticipating customer requirements and delivery to high standards of customer satisfaction.</li></ul>	

## Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li>• Positive team player to ensure company wide solutions and improvements are effective</li></ul>	

<b>Signed by Employee:</b>	<b>Date:</b>
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Where your future matters