

Job Description

Role Title: Senior MIS Systems & Reports Developer	Pay Grade: £38,347 - £39,496 +£5k market supplement
Normal Place of Work: South Bristol Skills Academy	Line Manager: Head of MIS & Reporting
Normal Working Hours: 37 hours	Responsible For: Systems Development & Reporting

Purpose of Role

- Develop, implement and maintain systems to provide data/intelligence to enable the College to maximise performance and monitor the utilisation of resources.
- Review, develop and implement systems and processes to support students, staff and other stakeholders as part of the MIS development team.
- Supervise the work of the MIS development team to provide an excellent cross-college service adhering to both internal and external deadlines ensuring on-going upskilling of all team members.
- Plan and implement improvements within all Advanced products and existing related systems to ensure sector best practice performance in systems and business analysis.
- Proactively develop and implement performance, quality and business systems and software in order to meet college quality, efficiency, and compliance objectives. Ensure that processes are streamlined, administration is reduced and accurate data is captured once.
- Support the Head of MIS and Reporting to develop and implement systems and reporting mechanisms to advance the College's strategic direction.

Principal Accountabilities

1. Review, develop and maintain the College's current suite of reports and appropriately prioritise the development of new reporting as required.
2. Under the direction of the Head of MIS and Reporting, lead on the development and maintenance of the College's KPI reporting and information dashboards that inform SLT, Heads of Department and other managers.
3. Supervise the work of the MIS development team to provide an excellent cross-college service adhering to both internal and external deadlines ensuring on-going upskilling of all team members.
4. Implement standardised processes for the planning, development, testing and delivery of all systems and reports.
5. Deliver system integration between Advanced products and other college systems to improve efficiency, remove duplication and administrative burden.
6. Proactively develop and implement performance, quality and business systems and software in order to meet college quality, efficiency, and compliance objectives. Ensure that processes are streamlined, administration is reduced and accurate data is captured once.
7. Plan and implement improvements within all Advanced products and existing related systems to ensure sector best practice performance in systems and business analysis.
8. Manage, develop and provide technical support for student-related college systems including all Advanced products, Smart Assessor etc.

9. Deliver performance and analysis of data that supports the improvement of student outcomes and monitors College progress against predefined performance indicators.
10. Co-ordinate the response to ad hoc reporting requests ensuring that these are dealt with in a timely manner and that the data is accurate, relevant and presented in an appropriate/standardised format.
11. Liaise with the Systems Support Engineer and wider IT team to ensure that all databases and systems are regularly reviewed to ensure optimal performance and to deliver software upgrades in a timely manner.
12. Comply with GDPR requirements and responsibilities when handling and processing data.
13. Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with.
14. Undertake such other duties as may reasonably be required commensurate with the general level of responsibility, at the normal place of work or at any another College location.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Director of Curriculum and Quality/Head of Quality	Work closely with the quality department to ensure that college systems (ProAchieve, ProMonitor, e-Portfolio, ProEngage) are operating effectively and data requirements are met
Heads of Department and Directors of Learning	Work closely with the areas of learning to ensure that college systems (ProWeb, ProMonitor and e-Portfolio) are operating effectively and data requirements are met
Chief Operating Officer	Work closely with the Finance team to ensure that system links and data transfers to the Finance system/ProSolution are effective
Director of Marketing, Sales and Learner Services and Team Leaders	Work closely with the student services team to ensure that all systems are operating effectively and enrolments are processed in ProSolution efficiently
Business Development Team	Work closely with the Business Development Team to ensure that college systems (ProMonitor, e-Portfolio, ProEngage) are operating effectively and data requirements are met
Marketing Team	Ensure that college systems that link to the college website operate effectively and efficiently (ProSolution, web enrolment toolkit)
Human Resources Team	Ensure that data links to/from ProSolution and the HR system operate effectively and efficiently

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College

- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent experience	✓	
A degree in a relevant area (Mathematics, Statistics, Computer Science, Data Science)		✓
Knowledge and Experience		
Previous experience gained in a role supporting Business Intelligence and systems	✓	
Knowledge of FE and HE sector and the use of data to promote effective resource utilisation and business performance	✓	
An expert user of T/SQL and databases technologies	✓	
Experience in developing/implementing business intelligence reporting solutions using Power BI and MS SSRS	✓	
Experience of using programming languages to deliver web-based solutions such as HTML, CSS, PHP, JavaScript, VB.NET, C#.NET	✓	
Experience of providing solutions to integrate and transfer data between multiple systems	✓	
Ability to use and understand complex datasets	✓	
Understanding of external reporting requirements of FE colleges (ILR, HESES etc.)		✓
Experience of supervising/overseeing the work of other team members		✓
Skills and Abilities		
Experience of working with stakeholders, colleagues and partners to gather requirements and understand the purpose and goals to deliver insightful and meaningful reports and analysis	✓	
Track record of delivering quality outputs that meet and exceed the needs of the customer	✓	
Ability to be flexible; able to respond quickly to changing priorities and to manage workloads to meet deadlines without compromising on quality	✓	
High level of accuracy and focus on details	✓	
Excellent interpersonal skills and resilience in dealing with complex requests and situations	✓	
This job entails travel throughout the Bristol and South Gloucestershire area. Some college sites are poorly serviced by public transport, therefore in order to carry out the work in a timely and efficient fashion you are required to have access to a motor vehicle and possess a valid driving licence.		✓

City of Bristol College

Human Resources and Organisational Development

Job Description and Person Specification

