



Required to start ASAP

DATA AND COMPLIANCE MANAGER (Permanent and Full time)

This is an exciting opportunity to join BHASVIC as our Data and Compliance Manager within the College Information Systems team.

We are seeking an individual who is enthusiastic, and possesses the ability to analyse and interpret data with a high level of accuracy.

You will take overall responsibility for the accuracy, quality and compliance of BHASVIC's student and course related data and the timely submission of valid and accurate statutory data returns to funding bodies.

You will have very good knowledge and understanding of the Education sector, Funding Rules and Regulations and audit regimes.

You will also have experience and understanding of data requirements and processing, possess excellent IT skills, be highly numerate with an analytical approach to problem solving, excellent interpersonal skills with an ability to communicate well, an ability to plan and prioritise your own workload, work to tight deadlines and be prepared to work flexibly according to the needs of the service.

Pay, Pensions and Safeguarding

This is a permanent full time position, **working 37 hours per week, full year**. Working days are Monday to Friday, exact start and finish times are to be agreed.

The salary for this post is **£24,162 per annum**. This salary is based on point 30 within grade 6 of the support staff pay spine. This will increase annually up to £26,593 subject to satisfactory performance.

Holiday entitlement is 24 days per annum, plus 8 bank holidays. This rises to 29 days with 5 years' continuous service.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 6.5% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on <http://www.eastsussexpensionfund.org>

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>



HOW TO APPLY

For details of how to submit your application, please visit our website www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.

The deadline for receipt of applications is **9am on Friday 6 December 2019**

Interviews will take place on **Thursday 12 December 2019**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

November 2019



JOB DESCRIPTION

POST TITLE: Data and Compliance Manager

RESPONSIBLE TO: Information Manager

GRADE: 6

MAIN RESPONSIBILITIES:

1. the accuracy, quality and compliance of the College's Student and course related data.
 2. the timely submission of valid and accurate statutory data returns to funding bodies.
 3. ensuring robust controls and procedures are developed and maintained in line with audit requirements from funding agencies and College policies and procedures.
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Specific Duties

- To have a thorough understanding of the current student database and to be responsible for its day-to-day accuracy, including running all the relevant regular checks needed to ensure its accuracy.
- To update the current student database as required
- To liaise with Heads of Faculty and Heads of Department to ensure that accurate data (e.g. course information or timetable information) are recorded correctly
- To be responsible for producing and submitting an accurate and error free ILR in order to ensure secure appropriate funding for the College
- To be responsible for ensuring course data is accurate and up-to-date on the MIS system and in the course Masterfile.
- To be responsible for liaising with internal and external auditors in order to demonstrate the accuracy and robust nature of the College MIS system
- To be responsible for keeping up to date with the latest ESFA funding regulations and advising the information Manager and other senior management
- Design and production of reports and analyses of data as required by Support and Teaching Staff
- To line manage staff employed on a temporary or ad hoc basis throughout the year to assist with MIS functions such as destination recording
- To organise the distribution and collation of a range of paperwork as required (for example: Learning Agreements, leavers forms, and enrolment forms)
- To be responsible for enrolment and student timetabling, year-end procedures and timetables for other whole college events such as Moving on Day and Taster Day
- To provide general assistance to the Information Manager as and when required, including general office administration
- To undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

November 2019

PERSON SPECIFICATION

JOB TITLE: Registry Manager (Funding and Compliance)
DEPARTMENT: CIS
RESPONSIBLE TO: Information Manager

	Essential	Desirable	Method of assessment
Qualifications			
1. Educated to at least A level	✓		Certificates Application Reference
Experience /Knowledge			
2. A minimum of 2 years' experience of working in either MIS or other Data management environment	✓		Application Interview
3. Experience of using complex databases	✓		Application Interview
4. Experience of working effectively, both alone and as part of a team.	✓		Application Interview
5. Experience of working with high levels of accuracy and attention to detail	✓		Interview
6. Line Management Experience	✓		Interview
7. Experience of working in an educational environment		✓	Application Interview
8. Knowledge of funding regulations and ILR production		✓	Application Interview
9. Experience of working with CAPITA software (in particular UNIT-e)		✓	Application Interview
10. Experience of MIS systems		✓	Application Interview
Skills and Abilities			
11. Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office	✓		Assessment
12. Excellent organisational skills with an ability to manage a varied workload and meet deadlines	✓		Interview
13. Excellent communication and interpersonal skills	✓		Assessment
14. The ability to take the initiative and be proactive	✓		Interview
15. The ability to work quickly, flexibly, effectively and positively in response to requests made at short notice.	✓		Interview
Other			
16. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Interview/ Application
17. An understanding of and commitment to the values given in the: <ul style="list-style-type: none"> • BHASVIC Staff Code of Conduct • Child Protection Policy to Safeguard and Promote the Welfare of Students, Children and Young People. • Equality, Diversity and Inclusivity Policy 	✓		Interview