

# LINCOLN COLLEGE JOB DESCRIPTION

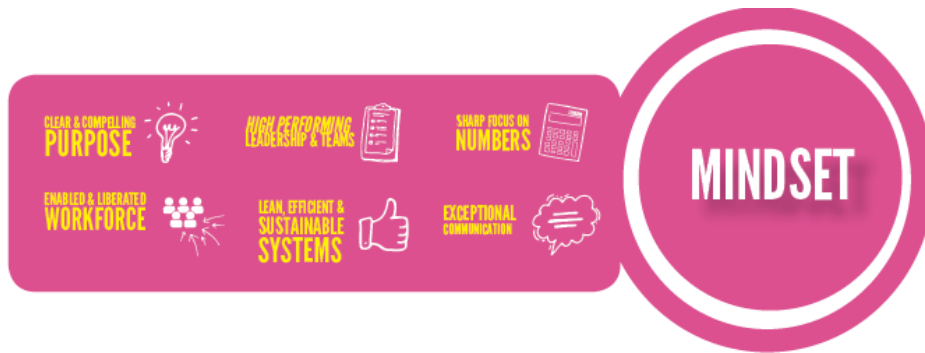


<b>Post Title:</b>	Information Support Officer (Data Quality, Curriculum and Returns)	<b>Post Number:</b>	CS1324P
<b>Daily Supervision:</b>	Information Operations Team Leader	<b>Grade:</b>	CSS Scale 5
<b>Department:</b>	Central Information Services	<b>Last Updated:</b>	September 2024

## Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

## Our Mindset:



## Job Purpose:

To manage the quality of data relating to learner information, funding and performance.

To be responsible for the set-up, maintenance and development of core and curriculum data, to ensure the recording of appropriate data to meet College needs and funding requirements.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To assist with the management of data quality using PDSAT, ESFA Funding and Monitoring reports, Score and bespoke reporting in support of the CIS Manager, ensuring compliance with funding rules, audit requirements and performance indicators.
2. To maintain a sound knowledge of all funding rules and data collection requirements for all of the College's funding streams, to ensure compliance.
3. To develop and maintain an understanding of the ILR requirements, specification and available funding. To provide advice and support to cross college staff on funding, fees and compliance.
4. To assist with setting up, developing and maintaining the core curriculum data in ProSolution.
5. To liaise with academic staff to ensure valid courses are setup via ProSolution from curriculum planning / course setup forms, providing information and advice as required.
6. To develop and maintain an understanding and working knowledge of Learning Aims Reference Service (LARS) database, to extract relevant information and provide advice to college staff.
7. To assist with the for running, validation and submission of the College's funding and data returns on a regular basis, ensuring accuracy and data quality.
8. To provide an excellent standard of customer service to both internal and external customers.
9. To assist with the development and maintenance of management information in line with funding rules and regulations.
10. To assist School Administrators with data quality relating to timetabling and registers.
11. To support the CIS Manager with collation of key audit evidence for both internal and external audits.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	GCSE Maths and English grade 9-4 / A* - C or equivalent	A/I
2	IT Level 3 qualification or work-related experience	A/I/T

	Skills/Abilities – Interpersonal	PSM
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to work as a member of a team	A/I
5	Excellent written and oral communication skills	A/I
6	High level customer service skills	A/I/T
7	Self-confidence and an ability to work on own initiative	A/I
8	Ability to work to tight timescales and meet deadlines	A/I
9	Excellent analytical skills and an eye for detail	A/I/T

	Experience	PSM
10	Relevant experience in a data collection environment, preferably in a Further Education establishment	A/I/T
11	Detailed knowledge of ILR returns and funding methodologies.	A/I/T
12	Practical experience of using relevant software packages	A/I

	Work Related Circumstances	PSM
13	The ability and willingness to undertake relevant staff development	A/I
14	Ability and willingness to work flexibly and outside normal working hours on occasions	A/I

	Skills/Abilities - Other	PSM
15	Ability to develop and maintain computerised/manual systems	A/I
16	Ability to use Microsoft Office products - Word and Excel	A/I/T
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

<b>Prepared By:</b>	Connor Goulding (Central Information Services Manager)
<b>Date:</b>	September 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

