

Post Title:	Information Analyst	Post Number:	CS1357P
Daily Supervision:	Information Development Team Leader	Grade:	CSS Scale 7
Department:	Central Information Services	Last Updated:	June 2025

LINCOLN COLLEGE JOB DESCRIPTION

Our Mission:

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

Our Mindset:



Job Purpose:

To develop and maintain the College's management information and information systems, with a particular focus on ProMonitor for Learner ILPs and mark book progress.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To manage the college-wide reporting strategy and enable knowledge-based decision making by converting data into information and intelligence, providing proactive analysis to inform strategic decision making and support monitoring of standards enabling improvement in the quality of teaching and learning and business performance both internal and external to the College.
2. To establish and maintain knowledge of the College's core SQL databases to enable accurate retrieval and use in standard and complex report writing.
3. To develop systems, implement relevant software and maintain procedural notes/manuals.
4. To develop and maintain an excellent knowledge and understanding of the College's funding streams, to include ESFA and Office for Students (OfS) methodologies, in order to provide accurate management information.
5. To liaise with managers and department heads/directors to determine the business needs of the College, developing a reporting service that enables strategic decision.
6. To manage the timely delivery of standard and custom reporting, ensuring quality and accuracy of data.
7. To analyse and recommend efficient methods of working to optimise College performance.
8. To provide support to end-users with regard to reporting and in the event of system applications problems.
9. To provide a proactive service, focussing on engagement with customers to improve data quality.
10. To liaise with software and hardware suppliers for the relevant support services as required.
11. To ensure all software upgrades are monitored and applied on a regular and timely basis, in liaison with IT Services.
12. To investigate, recommend and develop integration or interfaces to improve interoperability between College software systems.
13. To develop and maintain an understanding of College key performance indicators, including achievement data.
14. To provide assistance and/or training for staff to allow them to access information suitable to their needs.
15. To provide an excellent standard of customer service to both internal and external customers.
16. To maintain an understanding of the Data Protection Act in relation to the role.
17. 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.
18. 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.
19. To maintain quality standards appropriate to the post.
20. To conform with the Health and Safety requirements relevant to the post.
21. 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	HNC Computing or equivalent technical experience.	A
2	GCSE Maths and English grade A-C or equivalent.	A
3	Previous technical experience with sector specific MIS software (ProSolution/EBS/UnitE) an advantage.	A

	Skills/Abilities – Interpersonal	PSM
4	The ability to work in a non-discriminatory manner.	A/I
5	Ability to work as a member of a team with excellent interpersonal skills.	A/I
6	Excellent written and oral communication skills.	A/I
7	Ability to be flexible and respond to a rapidly changing working environment whilst adhering to strict deadlines.	A/I
8	Ability to work on own initiative and plan and prioritise own workload.	A/I
9	Ability to produce and interpret statistical information accurately.	A/I/T
10	High level customer service skills.	A/I/T
11	Strong problem-solving skills and a proven capacity to work innovatively and independently.	A/I/T

	Experience	PSM
12	Strong working knowledge and recent experience of database management and administration, preferably SQL Server based.	A/I/T
13	Practical experience of systems development.	A/I
14	Practical experience of report writing using SQL.	A/I/T
15	Practical experience of relevant software packages, including Power BI.	A/I

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

	Skills/Abilities - Other	PSM
18	Ability to develop and maintain computerised/manual systems.	A/I
19	Ability to use Microsoft Office products - Word, Access and Excel.	A/I/T

Prepared By:	Becky Ward
Date:	3 June 2025

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

