

LINCOLN COLLEGE JOB DESCRIPTION



Post Title:	Information Support Officer – Curriculum & Returns	Post Number:	CS1386P
Daily Supervision:	CIS Operations Team Leader	Grade:	CSS Scale 5
Department:	Central Information Services	Last Updated:	September 2025

Our Purpose:



Our Code:



Job Purpose:

To be responsible for the set-up, Line 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 be responsible for setting up, developing and maintaining the core curriculum data in ProSolution.
2. 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.
3. 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.
4. To be responsible for running, validation and submission of the College's funding and data returns on a regular basis, ensuring accuracy and data quality.
5. To develop and maintain an understanding of the College's performance data and methodology, including the use of relevant software e.g. ProGeneral and Strata. To provide support to cross college staff.
6. To develop and maintain an understanding of the ILR requirements, specification and available funding. To provide advice to cross college staff on funding and fees.
7. To provide an excellent standard of customer service to both internal and external customers.
8. To assist with the development and maintenance of management information.
9. To assist with the design of key data collection documents to ensure appropriate data is collected in line with relevant specifications.
10. To assist colleagues in the Information Operations team with data quality functions.
11. To assist during internal and external audits, finding and collating evidence in response to auditor's requests.
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.
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 A-C or equivalent	A/I
2	IT Level 3 qualification or work related experience	A/I

	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
7	Self-confidence and an ability to work on own initiative	A/I
8	Ability to work under pressure and meet deadlines	A/I

	Experience	PSM
9	Relevant experience in a data collection environment, preferably in a Further Education establishment	A/I
10	Practical experience of ILR returns and FE funding	A/I/T
11	Practical experience of using relevant software packages	A/I
12	An understanding of the college curriculum offer	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	The 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

Prepared By:	Trevor Forster – CIS Operations Team Leader
Date:	September 2025

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

