

Person Specification – MIS Manager (Business & Student Records)

Factors	Essential	Desirable	Assessment Method
Qualifications/Training		<ul style="list-style-type: none"> Relevant degree or professional qualification. 	Application Form Pre-employment checks Interview Process
Experience/Knowledge	<ul style="list-style-type: none"> Significant experience working within an FE college MIS environment. Demonstrable experience of ILR management and funding compliance. Experience of UNIT-e or a comparable student records system. Experience of managing staff and operational workloads. Strong understanding of learner funding methodologies. Experience of managing student achievement and qualification data. Experience working collaboratively with examinations, curriculum and support services teams. 	<ul style="list-style-type: none"> Experience of Power BI. Experience of funding audits and assurance reviews. Knowledge of timetabling and curriculum planning processes. Knowledge of awarding body data exchange processes. Experience of examinations administration systems. 	Application Form Interview Process
Skills and Abilities	<ul style="list-style-type: none"> Advanced Excel and reporting skills Excellent analytical and problem-solving skills with excellent attention to detail. Ability to communicate technical concepts to non-technical audiences. 	<ul style="list-style-type: none"> Understanding of data warehousing or data modelling concepts. 	Application Form Interview Process References
Personal Attributes	<ul style="list-style-type: none"> Highly organised with the ability to manage multiple priorities and deadlines. Proactive and solution-focused approach to problem solving. 	<ul style="list-style-type: none"> Interest in developments in education data and analytics. 	Application Form Interview Process References

	<ul style="list-style-type: none"> Strong interpersonal skills with the ability to work collaboratively across teams. 		
Other	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of young people. Willingness to undertake training relevant to the role. 	<ul style="list-style-type: none"> Understanding of post-16 education performance measures and value-added methodologies. 	Application Form Interview Process