

Data Administrator

Reports to:	MIS and Funding Strategy Manager		
Department:	Regeneration, Growth and Employment	Grade:	Scale 5
DBS Status:	Basic	Politically restricted:	No

Job Purpose:

To accurately interpret, input, retrieve and maintain student and course information, using bespoke software tools. To assist with all major submission exercises to funding bodies and other stakeholders in order to meet quality, audit, data protection, and funding requirements within strict deadlines. To support and train other teaching and support staff in the use of the service's data and information systems, helping to promote data quality and integrity.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. Accurately interpret, input, retrieve and maintain student and course information, including enrolment, attendance, learner support, fees, exams, and payroll data, using bespoke software tools.
2. Ensure that all student records are accurate, consistent, and processed in accordance with agreed procedures and the funding and audit rules issued by relevant funding and awarding bodies.
3. Ensure that all new students have Unique Learner Numbers through application to the relevant agency.
4. Undertake checks, both at the point of initial processing, and through ad hoc audit sampling, to ensure and maintain the integrity of information held in the student database and to comply with funding, audit, quality, and data protection standards.
5. Keep up to date with changes in the funding and reporting requirements of relevant funding and awarding bodies and support the MIS and Funding Strategy Manager in developing new systems and working practices to meet these effectively.
6. Provide professional support, guidance, and training to teaching and support staff to ensure that they are familiar with data collection requirements, comply with agreed working practices, and can use the bespoke software to meet business needs.
7. Assist the MIS and Funding Strategy Manager in developing and maintaining electronic systems and procedures and related information for the effective operation of examinations and accreditations.
8. Support the MIS and Funding Strategy Manager in implementing changes and upgrades to information systems, including system upgrades, controls testing and data cleansing.
9. Support the MIS and Funding Strategy Manager in developing annual planning and reporting cycles and checklists for key returns and business processes.

10. Under the direction of the MIS and Funding and Strategy Manager, run reports and produce monitoring information to support decision-making and audits and inspections using specialist software (e.g. FIS, Goldmine).
11. Liaise with teaching and support staff, software providers, the council's ICT service, and other relevant stakeholders to resolve any queries and issues related to the collection, reporting and reliability of student data and course information.
12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
13. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
14. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
15. Undertake any other duties commensurate with the general level of responsibility of this post.
16. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
17. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)
GCSE Maths A*-C or grade 5 (or above) or equivalent

Knowledge and Qualifications

- Good working knowledge of MIS in an adult learning or further education context.
- Understanding of relevant funding bodies and data reporting requirements e.g. Skills Funding Agency.

Experience

- Working successfully with complex relational databases and reporting tools e.g. Crystal, Goldmine.
- Regular use of spreadsheets and other statistical software packages.
- Experience of inputting and maintaining complex data records.
- Experience of analysing information and running reports to inform service monitoring and decision-making.
- Effective collaborative working with staff at varying levels to meet service objectives.

Skills and Abilities

- Excellent data manipulation, retrieval, and information analysis skills.
- Ability to learn new systems and business processes quickly.
- Ability to prioritise workloads effectively, balancing conflicting deadlines and achieving results and deliverables within agreed timescales.
- Self - motivated and able to work on own initiative.
- Good inter-personal and communications skills.
- Ability to contribute to service development and improvement.
- Knowledge of Tribal's EBS System

Within reason these key deliverables may evolve to meet service needs, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs