

**Title:** MIS Data Analyst  
**Reporting to:** Director of MIS  
**Responsible for:** Management Information Systems  
**Date:** September 2015

**Role Summary:**

- Develop and maintain Web based systems and reporting to collect data to help achieve the continuity of the student experience, operational processes and management reporting.
- To ensure that accurate, complete, valid and timely information is provided to internal and external customers.
- To analyse learner data, including funding and performance, supporting the management of the organisation.
- Supporting customers in the efficient use of information systems across the College and the production of information and reporting requirements.

**Key Responsibilities:**

- Develop Web based interactive reporting systems or applications.
- Produce agreed internal data, reports and analyses as required using Microsoft Excel, SQL Server Reporting Services including data warehouses, and other appropriate college system platforms using Business Intelligence Reporting Methodologies.
- Assist in the production, submission and analysis of the College's ILR and other statutory data returns and related reports to support the strategic vision and business needs of the college.
- Identify changes in external and internal reporting requirements and ensure that processes, systems and procedures are changed as appropriate.
- Maintain up-to-date knowledge of the Education Funding Agency (EFA), Skills Funding Agency (SFA) and Higher Education Funding Council for

England (HEFCE) funding regulations, formulas, rates and related guidance.

- Liaise with staff to obtain user feedback which will facilitate improvement to systems and provide support and training for users within the College
- Work within the context of the Corporation's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with College policy and procedures, particularly with respect to Human Resources policies and procedures, equality and diversity policies and procedures and the Corporation's Health and Safety at Work policies and procedures.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Abide by the Corporation's policy on the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Evening and weekend work may be required.
- Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Principal.
- Other supporting information can be found in the College application pack.

**General:**

- Understand personal responsibility to adhere to relevant college policies and procedures as they relate to safeguarding and implement these to ensure vigilance at all times
- Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies
- Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process
- Carry out all duties with due regard to Health and Safety Regulations

- Ensure compliance with the Financial Regulations of the College
- Positively promote equality of opportunity for staff and students
- Carry out other duties as may reasonably be required from time to time

**NOTE:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at September 2015. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: MIS Systems Officer**

<b>Qualifications / Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Level 4 qualification in a field of computer science, information systems or computer engineering.		✓
Level 4 qualification in a related subject (e.g. IT, Business, Statistics etc.)	✓	
GCSE English (A*-C)/ Level 2 Literacy	✓	
GCSE Mathematics (A*-C)/ Level 2 Numeracy	✓	
<b>Experience</b>		
Experience in analysing data and statistics and handling complex written and numerical information	✓	
Experience of entering data and using a complex database system	✓	
Experience of using SQL Server 2005, 2008 or 2012	✓	
Experience of management information systems within an FE environment		✓
Experience of web reporting development	✓	
Experience with Microsoft Reporting Services	✓	
<b>Skills and Competencies</b>		
Evidence of high-level data accuracy skills	✓	
Understanding of relational databases and Structured Query Language (SQL)	✓	
Expert knowledge of MS Office Suite including Excel and Access	✓	
Able to write advanced formulae in Excel and construct basic queries in Access/SQL (e.g. select queries)		✓
Knowledge of funding and reporting in the context of FE		✓
Able to construct advanced queries in Access/SQL (e.g. update queries, sub-queries, stored procedures etc.)		✓
Able to design Web based systems in either c#, VB, asp.	✓	
Able to design reports using Access. SQL Server Reporting Services or a similar software packages	✓	
Understand Windows operating systems and web technologies	✓	
<b>Methods of Work</b>		
Able to demonstrate flexibility and responsiveness to change	✓	
Able to present ideas and communicate effectively with user-friendly language	✓	
Self-motivated, flexible, able to show a high level of initiative and commitment to high quality	✓	
Able to manage and prioritise and consistently execute tasks to meet deadlines in a high pressure environment	✓	
Problem Solving Skills with outcomes complementing upstream and downstream processes.	✓	
<b>Other Requirements</b>		
To have satisfactorily met the requirements of a DBS check appropriate to the post.	✓	DBS check



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