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Job Title	MIS Manager
Location	Skipton, multi site, community venues
Rate of pay	APT&C Scale
Post No	B282

JOB PURPOSE

The MIS Manager plays a critical leadership role in supporting the strategic and operational delivery of Management Information Systems within the college. The postholder will work alongside the Head of MIS & Exams to ensure the accuracy, integrity, and compliance of all learner, funding, and statutory data returns.

The role has a strong focus on funding, audit compliance, and data quality, ensuring the college meets all regulatory requirements and maximises funding opportunities while maintaining robust systems, processes, and controls.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

KEY RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

Funding and Compliance

- Lead on the operational delivery of all funding and compliance activity, ensuring the college meets the requirements of the DfE, Ofsted, awarding bodies, and other relevant external agencies.
- Ensure timely, accurate, and compliant submission of all statutory data returns, including (but not limited to):
 - Individualised Learner Record (ILR)
 - Funding claims and reconciliation returns
 - Using the Government's PDSAT Software to ensure audit compliance
 - Using SCORE Software to maximise funding and ensure data consistency across years
 - Uploading ILR data to the MiDES system



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- Maintain up-to-date knowledge of funding rules, compliance guidance, and sector regulations, translating these into clear operational processes and guidance for all staff.
- Oversee funding validation, error resolution, and data cleansing activities to maximise funding and minimise audit risk.
- Work alongside the Head of MIS & Exams to prepare for and support internal and external audits, inspections, and funding assurance visits, acting as a key point of contact where appropriate.

Data Quality and Systems

- Ensure the accuracy, integrity, and consistency of learner and curriculum data across MIS systems.
- Support the effective use and development of the college's student record system and related MIS tools, working closely with IT and curriculum teams.
- Develop, review, and maintain robust data quality procedures and controls.
- Assist the Head of MIS & Exams to produce and quality-assure management reports, dashboards, and data analysis to support decision-making at all levels of the organisation.
- Work with the following systems:
 - ProSolution (Student Records System)
 - PDSAT
 - SCORE
 - DfE Hub
 - MiDES

Line Management and Team Development

- Provide direct line management to the Senior Timetabling Officer, Senior Learner Records Officer, MIS Officer and MIS & Examinations Officer (the MIS & Examinations Officer post in conjunction with the Senior Examinations Officer), including:
 - Setting objectives and priorities
 - Conducting regular one-to-one meetings
 - Performance management and appraisal
 - Supporting professional development and training
- Allocate work effectively within the team, ensuring clear accountability and resilience during peak periods.
- Foster a culture of accuracy, continuous improvement, and professional standards within the MIS team.



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Collaboration and Stakeholder Engagement

- Where required, represent the MIS department at senior leadership and cross-college meetings providing expert advice on data, funding, compliance, and statutory returns.
- Work closely with Curriculum, Finance, Quality, and Senior Leadership Team (SLT) to ensure data accuracy, funding optimisation, and compliance.
- Provide guidance and training to curriculum and support staff on data requirements, funding rules, and compliance processes.
- Respond to data and funding-related queries from internal stakeholders in a timely and professional manner.

Other Responsibilities

- Contribute to the development and implementation of the college's data, funding, and compliance strategies, ensuring alignment with organisational priorities to grow an efficient and sustainable college.
- Support continuous improvement initiatives within MIS, identifying opportunities to streamline processes and improve efficiency through the colleges self-assessment review (SAR) process
- Contribute to policy development and review relating to data, funding, and compliance.
- Undertake other duties appropriate to the role as directed by the Head of MIS and Exams or SLT.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.



PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

Essential Requirements

- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

Qualifications

- A relevant degree or substantial relevant experience in a similar role
- Relevant Level 4 qualification

Experience

- Significant experience working within MIS, funding, and compliance in the Further Education sector.
- Detailed knowledge of FE funding methodologies, ILR requirements, and compliance frameworks.
- Experience of statutory data returns and audit processes.
- Proven experience of line management or staff supervision.
- Strong analytical skills with high attention to detail.
- Ability to communicate complex data and funding information clearly to a range of stakeholders.
- Advanced experience with student record systems and data reporting tools.
- Significant experience of working with the following software:
 - ProSolution (or similar student record system)
 - PDSAT
 - Learning Aims Reference Services (LARS)
 - SCORE
 - The Government Hub
 - MiDES

DESIRABLE REQUIREMENTS

- Experience of deputising for a senior manager or representing at senior leadership level.

- Relevant professional qualifications or evidence of continuous professional development in MIS or data management.
- A full UK driving licence

Attribute	Criteria	Method of Assessment
Education & Qualifications		
A relevant degree or substantial relevant experience in a similar role	Essential	Certs/App Form
Relevant Level 4 Qualification	Essential	Certs/App Form
Relevant professional qualifications or evidence of continuous professional development in MIS or data management	Desirable	Certs/App Form
Experience		
Significant experience working within MIS, funding, and compliance in the Further Education sector	Essential	App Form/ Int
Detailed knowledge of FE funding methodologies, ILR requirements, and compliance frameworks	Essential	App Form/ Int
Experience of statutory data returns and audit processes	Essential	App Form/ Int
Proven experience of line management or staff supervision	Essential	App Form/ Int
Strong analytical skills with high attention to detail	Essential	App Form/ Int/Test
Ability to communicate complex data and funding information clearly to a range of stakeholders	Essential	App Form/ Int
Advanced experience with student record systems and data reporting tools	Essential	App Form/ Int
Experience of deputising for a senior manager or representing at senior leadership level	Desirable	App Form/ Int
A full UK Driving Licence	Desirable	App Form
Interpersonal Skills and Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int



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CONDITIONS

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post





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VISION, MISSION AND VALUES

Vision: To be exceptional in everything that we do
Mission: Proudly serving our communities by delivering high quality education and training
Strapline: Unlocking potential, changing lives

Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

