



## JOB DESCRIPTION

<b>Job Title:</b>	Management Information Systems Co-ordinator
<b>Reports To:</b>	Director of Finance
<b>Rate of Pay:</b>	£22,000 to £25,000 per annum
<b>Benefits:</b>	Performance related bonus
<b>Hours:</b>	37.5 hours per week
<b>Location:</b>	Egerton House
<b>Primary Purpose:</b>	To manage and co-ordinate management information systems to produce timely and accurate information and to manage data input processes and staff to ensure compliance of data entry and reporting.

### Principal Duties Include:

1. Line management of data input staff including performance management, staff development and supervision to ensure targets are met
2. Monitoring data input across all administrative and funding streams to ensure accuracy and compliance with internal procedures and external funding body requirements
3. Collating funding reports and supporting evidence on a monthly basis and as required by external auditors
4. Providing day-to-day administration and support for the company's databases, IT and CRM systems
5. Ensuring the smooth running of critical systems, taking the lead in fault diagnosis and implementation of solutions
6. Producing timely and accurate reports on a regular and ad-hoc basis as required
7. To manage the input and output of ILR data (Individual Learning Records), ensuring external deadlines are met and internal reports are produced.
8. Dealing with queries and other database manipulation, including the import and export of data and the investigation of irregularities in data reports
9. Preparing and managing LSC batch uploads, checking for compliance, correcting errors and immediately escalating issues affecting funding
10. Liaising with colleagues to ensure that all operational databases are meeting evolving business needs.
11. Ensuring that appropriate software upgrades and patches are applied to database environments in a timely manner
12. Ensuring database environments are secure
13. Providing advice to the business about IT development and participating in system enhancement
14. Providing training to colleagues as appropriate

15. Any other duties which are consistent with the grade and purpose of the job role.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health & Safety, Equal Opportunities, confidentiality and the highest standards of customer service.

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and participation in all mandatory training and any other appropriate training events.

### **PERSON SPECIFICATION**

<b>Job Title: Management Information Systems Co-ordinator</b>	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Relevant qualification(s) in IT</li> <li>• Training in SQL, Microsoft Office, Database administration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of managing information systems including databases, preferably in a training environment and ideally working with MAYTAS</li> <li>• Experience of running management information reports and analysing information, identifying and correcting errors, preferably on funded contracts in a training environment</li> <li>• Experience in performance managing staff, giving constructive feedback and carrying out development activities to improve performance</li> <li>• Experience in managing own workload, prioritising tasks and meeting deadlines</li> <li>• Experience of troubleshooting IT system problems and implementing solutions</li> <li>• Experience of training staff in IT systems and databases</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• High level of competence in IT skills</li> <li>• Ability to efficiently plan and co-ordinate own diary and tasks to meet agreed deadlines</li> <li>• Excellent oral and written communication skills and high standards of literacy and numeracy</li> <li>• Ability to create and maintain professional and productive relationships with colleagues and team</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work</li> <li>• Willingness to be flexible</li> <li>• Commitment to continuous professional development</li> <li>• Post is subject to enhanced disclosure</li> </ul>