



JOB DESCRIPTION	
JOB TITLE	Data Quality and Compliance Co-Ordinator
PAY/GRADE	IEG Pay Spine Point 24 £25,934
HOURS	37 per week, all year round, to be worked flexibly
REPORTS TO	Deputy Group Manager of MIS
LOCATION	Peterborough College
JOB PURPOSE	
<p>To be responsible for high quality data in accordance with regulatory funding bodies to enable the generation of accurate and timely Individualised Learning Record (ILR) returns as required by the Education and Skills Funding Agency and higher education data in accordance with OfS and HESA regulations. Ensuring that all student and funding data is accurately entered and cleaned ready for ILR and other data returns. To co-ordinate, manage and deliver internal student data audits, to report on and investigate findings to ensure data accuracy is robust.</p> <p>To have oversight of Group English and maths data, ensuring students are enrolled, timetabled, grouped and attending their required English and maths classes and meeting the CoF rules.</p> <p>To ensure the accurate and timely processing of data relating to the management of student records, working as part of a responsive Management Information Services team.</p> <p>To work with the Group Director and Deputy Group Manager of MIS to ensure the curriculum plan is set up and validation checks re undertaken to assess accuracy and identification of any anomalies/outliers is resolved through collaborative meetings with academic staff.</p> <p>To work effectively and collaboratively with the Group Director of MIS and wider MIS team to ensure data is compliant for internal and external audits.</p> <p>To handle service desk requests promptly and efficiently, ensuring assigned tasks are delivered against the Department's service standards.</p> <p>To deliver a range of data administration tasks to a high level of accuracy, providing excellent customer service and in accordance with the Group's regulations and procedures.</p> <p>To travel between sites on occasion (as agreed with your line manager) to provide support to staff on data accuracy and audit issues.</p>	
DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Funding Returns – take responsibility for the timely and accurate ILR funding returns for the Group, including the submission of the ILR on external funding agency portals, analysis and correction of any error reports, the safe keeping of resulting HUB reports, producing a clean ILR on a weekly basis for internal use and ensuring ILR data is uploaded into ProAchieve on a regular timeframe as agreed with the Group Manager of MIS. 	



- Ensure that all valid HESES funding data is correctly recorded and that over and under claims are avoided in external data returns (including those to the OfS and HESA). Be the first point of contact for HE Data Returns, quality requests and queries.
- **Data compliance** – take a lead role in ensuring that robust systems are in place for auditing and checking student data, in particular by:
 - Running PDSAT and SCORE software reports
 - Reviewing ESFA Funding Monitoring reports, amending data as appropriate
 - Running rigorous credibility data checks and action corrections through appropriate channels
 - Ensuring compliance with the English and maths condition of funding rules, students are timetabled and attended scheduled lessons
 - Carry out regular and routine audits of IEG data to ensure that audit compliance guidelines are strictly followed and ensure that corrective action is taken, where necessary
 - Collation of data, analysis and support the Group Director of MIS in the submission of all relevant HESA/data returns for validating awarding bodies.
 - Planning and developing an Annual Audit Cycle for data compliance, ensuring that audit checks are planned and conducted routinely and within agreed timescales
 - Reviewing controls, processes and data collection procedures for compliance, liaising with appropriate staff within the Group to ensure these are adhered to
 - Participating in internal and external student data audits by gathering, collating and validating the evidence required
 - Support the MIS Team Leader/ILR Co-Ordinator in the running of the ILR and take responsibility for the rectification of validation errors and rule violations. Ensure clean, accurate data is available to submit to the ESFA and other funding bodies/agencies
- **Data Entry** – undertake accurate MIS data entry using the software systems provided, across all funding and income streams, including:
 - Enrolments
 - Withdrawals
 - Transfers
 - Supplementary forms
 - Timetables
 - Registers
 - Change requests
 - Course set up
 - Validations
- **Data systems** – participate in all training on the relevant data systems used in the delivery of the role, ensuring full compliance and accurate use of the systems and processes. Understand the different core systems (e.g. ProSolution, ProGeneral, ProAchieve, ProMonitor, Mark Book, ProEngage and curriculum planning tool).
- **Enrolment** – to participate in the enrolment process, working closely with Student Services teams, to ensure good data quality.
- **Curriculum Planning** – To work with the Group Manager of MIS to ensure the curriculum plan (FE including apprenticeships, and HE) is set up and validation checks are undertaken to assess the accuracy and identification of any anomalies/outliers is resolved through collaborative meetings with academic leaders. To work with the Timetabling Co-Ordinator to ensure planned hours and timetables correspond, proactively rectifying any anomalies.
- **Knowledge** – maintain a working knowledge and understanding of the ESFA, CPCA, OfS and local authority funding rules and regulations to enable effective undertaking of the role. Understand and keep up to date with ILR specifications and audit requirements.

- **Customer Care** – to promote and maintain courteous relationships, ensuring mutual respect with colleagues and other persons in order to promote core objectives of the Group. Answer the telephone, respond to service desk requests and answer emails, acting as a key point of contact to customers of the MIS department.
- **Team work** – actively participate as a full member of the MIS team, working closely with colleagues, managing workloads and attending all team meetings.

OTHER

- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of the Group's Strategic Aims, Objectives and Values
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role
- Promote and consistently exemplify behaviours in line with IEG Core Values
- The postholder will be required to encompass the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility
- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commit to and uphold the Group's Environmental Policies and aspirations for sustainable learning provision
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the Group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal and service level agreement process
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- To carry out such duties as may be determined from time to time within the general scope of the post.

Please Note

This job description reflects the principle accountabilities of the post and identifies the level of responsibility at which the postholder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the postholder.

TERMS AND CONDITIONS

Contract	IEG Business Support – permanent contract
Pension	Local Government Pension Scheme
Holiday	30 days per annum, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours between 8:30am to 5pm Monday to Thursday, 8:30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieg.ac.uk/jobs/>

PERSON SPECIFICATION
Data Compliance Co-Ordinator

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Good education level of education at Level 3 with a minimum of Level 2 Literacy and Numeracy (GCSE English Language and Maths (Grade C/4 or above) or other Level 2 equivalent qualifications	E		A			
ECDL/ITQ or other relevant IT Level 2 qualification	E		A		T	
ECDL/ITQ or other relevant IT Level 3 qualification		D	A			
Evidence of continuous professional development	E		A			
EXPERIENCE						
Previous significant experience in a data related role, including analysis, reporting and quality control	E		A	I		
Previous experience of working with PDSAT, SCORE and FRM's	E		A	I		
Previous experience of supervising staff	E		A	I		
Previous experience of a data related role within an FE environment		D	A	I		
Communicating to all levels of individuals about processes	E		A	I		
Experience of delivering training on processes		D	A	I		
Working within an FE environment (including contact with learners)	E		A	I		
Experience of giving proactive, customer facing service	E		A	I		
Working successfully and influentially as part of a team	E		A	I		
Working in a busy office environment	E		A	I		
KNOWLEDGE						
Advanced IT skills in MS Office including Word, Excel, Access, PowerPoint and Outlook	E		A		T	
MS Access knowledge to include query writing	E		A		T	
Use of College Management Information Systems and related software		D	A	I		
KEY SKILLS						
Excellent communication skills and interpersonal skills with the ability to communicate across a range of methods – telephone, written and verbal with the ability to communicate effectively with internal and external contacts	E			I		
Excellent planning, organisational and administrative skills	E			I		
Ability to work independently, flexibly, to prioritise tasks in accordance with importance vs urgency and to switch tasks at short notice	E			I		
Efficient and accurate data entry skills, reflecting attention to detail and an awareness of the importance of data quality	E			I		
Effective team working skills with the ability to develop and maintain good working relationships with all staff	E			I		
Analytical and methodical approach to problem solving and dealing with complex issues	E			I		
Ability to work quickly and accurately under pressure, delivering to tight deadlines	E			I		

The ability to work well as part of a team and independently	E			I		
Ability to deal with confidential and sensitive information with discretion; process data in accordance with data protection laws	E			I		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			I		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			I		
Evidence of a personal commitment to continuous professional development and training	E			I		
Commitment to the IEG's core values	E			I		
Awareness of Health & Safety, wellbeing and environmental issues	E			I		
Flexible approach to working practices	E			I		R
Professional appearance and behaviour at all times	E			I		R
Good previous attendance record	E			I		R
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References