

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Further Education Data and Compliance Officer (non-apprenticeship)

## **College/Department**

The Registry

## **Location**

Buxton and Leek Campuses

## **Job Reference Number**

0575-21

## **Salary**

£23,725 to £25,944 per annum

## **Reports To**

Assistant Registrar (FE & Skills)

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

To support the Student Records Team for the Further Education and Skills (FES) provision across Buxton, Leek and Derby. To work with the Assistant Registrar (FE & Skills) to develop and maintain appropriate systems, processes, and procedures, as determined by the needs of the FES provision, for all non-Apprenticeship funding and data activities across the University, making sure that they are compliant with current regulations. To promote excellent customer service and contribute to the development and operation of the Student Records service with a particular focus on support for Young Person’s, Adult Education, Advanced Learner Loans and other non-apprenticeship funding streams. To support the team to deliver a high quality, professional service to students, delivery teams and external agencies as appropriate.

## **Principal Accountabilities**

1. Support the Student Records Team to achieve an efficient and effective service.
2. Regularly review the data and compliance processes and take an active role in the development of new practices, procedures and policies for all relevant funding steams and programmes, ensuring compliance with external agencies, e.g. Education and Skills Funding Agency (ESFA).
3. Coordinate correspondence and updates from the ESFA and other organisations and maintain up-to-date funding documentation.
4. Provide accurate and timely Management Information to inform senior level discussions.
5. Analyse and prepare accurate returns and data for funding bodies, the Senior Leadership Team and any other bodies as required.
6. Take responsibility for the interpretation and implementation of all external ESFA and other regulatory body regulations, update documentation, and to advise and train staff on the requirements.
7. Lead on T-Levels for data and compliance requirements.
8. Train and support Senior and Curriculum Leaders and delivery teams across the FE Provision on funding changes and requirements.
9. Support the curriculum planning process, advising on available qualifications for funding and end dates for qualifications being delivered.
10. Ensure that audit evidence is available as required, and any imposed actions following external reviews or audits, from the ESFA or other regulatory bodies, are monitored and tracked.
11. Work with the Assistant Registrar (FE & Skills), to provide an effective data and compliance service that meets the needs of students, funding and regulatory bodies and the FES provision that is also in line with the University’s requirements.
12. Carry out systematic audits of data to ensure compliance, completeness and accuracy, using follow-up actions to inform improvements.
13. Engage in external professional networks as appropriate, keeping up to date with knowledge and developments in the FES sector and beyond.
14. Adopt the University’s Core Values and Underpinning Behaviours.
15. Work flexibly and undertake any duties, as required relevant to the level of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* HND/HNC, or relevant experience
* GCSE in English and maths 4-9 or equivalent

#### **Experience**

* Experience of working in an FE MIS or Student Records department

#### **Skills, knowledge and abilities**

* Understanding of an academic institution, with ability to demonstrate success in monitoring and evaluating systems to enhance quality and provision of service
* Extensive knowledge and experience of working practices, regulations, processes and procedures for data and compliance in FES
* Detailed knowledge and understanding of systems and services in a student records environment and their varied applications
* Analysis and presentation of management information for decision making, and experience of working independently and dealing with unforeseen problems and circumstances
* Good written and oral communication skills including providing empathetic support to students
* Good I.T. skills, including Excel, and proven analytical and problem-solving capability
* Proven communication and interpersonal skills and the ability to influence and negotiate
* Ability to interrogate databases for reporting purposes

#### **Business requirements**

* A commitment to live and promote the University values and behaviours
* Willingness to work outside of normal hours at times as relevant to achieving targets and meeting the needs of the FES provision
* Ability to work periodically at each location where FES provision activity is delivered. There will be opportunities for home working, when appropriate

### **Desirable Criteria**

#### **Qualifications**

* Customer care NVQ or other
* Evidence of continuous professional development

#### **Experience**

* Significant experience of the development and support of data, including ILR data, and compliance in FES

#### **Skills, knowledge and abilities**

* Developing and implementing processes to improve compliance at an operational level
* Awareness of the future developments of compliance and data requirements in FES
* Well-developed people management skills
* Strong customer focus

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)