

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Data Coordinator

## **College/Department**

FE Student Records, The Registry FE & Skills

## **Location**

Buxton/Leek

## **Job Reference Number**

0142-22-R3

## **Salary**

£21,007 to £22,627 per annum

## **Reports To**

Student Records Team Leader

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The post holder will process, monitor and review the FE student data, including fee information, to ensure the accuracy of statistical returns. The post holder will work mainly with colleagues to ensure a high-quality study experience for our students. They will also deal directly with students at enrolment events throughout the year.

## **Principal Accountabilities**

1. Compliance - To assist with the production and completion of accurate statutory government data returns. Ensure student information is input in a timely manner to allow the production of scheduled and ad hoc statistics using data from a range of systems. Utilise agreed systems to follow enrolment and registration procedures in line with the requirements and standards of the College, external agencies and funding bodies. To comply with the College’s Health and Safety, GDPR, HR and Safeguarding policies and procedures.
2. Accuracy – Work with the Student Records Team Leader to develop and implement data quality assurance strategies which encompass rigorous audit procedures for the control of data quality, completeness and accuracy on the College management information systems. Ensure that all data is error free to meets the needs of the College, the University and external bodies. Ensure all documentation is accurately filed, easily accessible and archived accordingly.
3. Monitoring - Take responsibility for the maintenance and updating of all internal and external databases as required. Ensure external contracts can be effectively monitored and managed. Assist with the setting up and maintenance of college timetables and maintain relevant information for linking into the University’s planning model.
4. Processing - To work with the Student Records Team Leader to develop effective administrative and reporting systems in line with College and University procedures, which meet the needs of the Senior Leadership Team, academic staff, funding authorities and internal and external auditors. Generate and process all required documentation supporting externally funded provision in line with required deadlines as specified by the Student Records Team Leader and the Head of the department.
5. Coordination - Co-ordinate the administration associated with external contracts, including ESF projects and sub-contractors. Take responsibility for specific administrative functions, projects or activities as identified by the Student Records Team Leader. Be responsible for the supervision, mentorship and training of staff as appropriate to the role.
6. Support –Positively promote awareness of the importance of all data matters within the Curriculum Teams including the management of internal and external deadlines. Assist the Heads of Curriculum, Programme Coordinators and other curriculum managers in the understanding and use of scheduled and ad hoc statistics from range of systems. Assist the Student Records Team leader in the development of enrolment and registration procedures in line with the requirements of the College and funding bodies.
7. Self-development - Undertake Continuous Professional Development to maintain up to date knowledge of funding appropriate to the role.
8. Generic - Participate in both College and University groups and committees as necessary. Adopt the University’s Core Values and Underpinning Behaviours. Work flexibly and undertake any duties as required relevant to the level of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Academic or vocational qualification at Level 3 or above.
* Maths GCSE 4-9 or equivalent.
* English GCSE 4-9 or equivalent.

#### **Experience**

* Working with policies and procedures at an operational level.
* Knowledge and understanding of systems and services in a data administration environment and their varied applications
* Experience of working collaboratively in a multi-team environment

#### **Skills, knowledge & abilities**

* Initiative and judgment to resolve and respond to many problems independently
* Ability to work and deliver to tight and conflicting deadlines in a busy environment
* Good analytical and problem solving capability
* Good communication skills and the ability to influence and negotiate
* Good IT skills
* Attention to detail and good presentation of work
* Strong organisational skills with the ability to quickly adjust to change
* Accurate and methodical approach and the ability to demonstrate critical thinking
* Resilient, proactive and flexible
* Ability to work across teams to achieve a shared goal
* Innovative in promoting and implementing ideas in order to improve the effectiveness of services
* A commitment to live and promote the University values and behaviours.
* Can do attitude and a commitment for providing high quality customer service to colleagues and students

#### **Business requirements**

* Willingness to work outside of normal hours at times as relevant to achieving targets and meeting the needs of the University.
* Willingness to travel to other University sites.

### **Desirable Criteria**

#### **Qualifications**

* Evidence of continuous professional development
* IT Qualification(s)

**Experience**

* Understanding of a public sector or an academic institution
* supervisory experience, deploying resources, taking responsibility for decisions
* Knowledge of student records & registers and employer responsive provision in Further Education
* Understanding of the regulations and national codes of practice and the implications of noncompliance
* Experience of maintaining data using networked and PC based information systems
* Developing and implementing policies and procedures at an operational level
* Knowledge of student records and registers and course provision in Further Education
* Understanding of working towards targets required and the implications of non-compliance

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

* Analysis and presentation of management information for decision making
* Interested in contributing to the development of new systems and services

**Business requirements**

* Ability to occasionally work at each location where the College activity is located

# **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)