

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Head of Management Information Systems (MIS)
Post Holder	
Accountable To	Director of Business Improvement & Performance
Responsible For	The management of the MIS staff, systems and processes including management and external reporting, and provision of support to the Executive team via the Director of Business Improvement & Performance.
Department	Management Information Systems

Overall Purpose of Job
<p>Management of the College's MIS Department to provide a comprehensive MIS service including student records, examinations/online assessment, admissions and enrolment systems and processes for students, staff and external stakeholders, including:</p> <ul style="list-style-type: none"> • Development of appropriate procedures and processes to ensure the accuracy of data to support effective management decision-making and external legislative and reporting requirements. • Provision of training to other departments on relevant systems and procedures. • Liaison with internal staff and external agencies to keep up with sector and awarding body developments as they affect the MIS role in the college.

Main Duties and Responsibilities
<p>To undertake Strategic Management and Planning</p> <ul style="list-style-type: none"> • Manage the MIS Department which includes all Student Records and Admissions functions and support the Director of Business Improvement • Act as MIS representative on selected College committees • Chair selected college committees • Prepare operational plans, Self-Evaluation and Enhancement Plans for the MIS Department • Management of delegated departmental budgets • Pivotal role in driving continuous improvement of management information systems <p>To undertake MIS Management</p> <ul style="list-style-type: none"> • In conjunction with internal and external partners, as Super User, ensure development of MIS Systems for Student Records, Admissions and wider college functions to provide information and reports that comply with Awarding Bodies, Funding Council and College Management requirements

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- Ensure an effective service is delivered to students, staff and external agencies
- Manage FES/SUMs and PI data collection and calculation ensuring compliance with Funding Council regulations and requirements
- Lead on FES Audit and Return including preparing Return, checking data and ensuring positive audit reports through engagement with the Auditors
- Manage examinations systems, to ensure accuracy of data and compliance with reporting requirements
- Produce accurate monthly management reports for the College to inform decision-making
- Act as systems administrator for UNIT-e and all MIS modules within the College computer systems
- Undertake ad-hoc data collection and interpretation exercises, as requested.
- Manage budgets and authorise payments from budgets

To undertake Leadership, development and improvement of organisational efficiency

- Ensure compliance with College policies, procedures and the implementation of decisions of the College
- Develop and implement data management procedures for the College
- Liaise with ISLT colleagues to facilitate organisation and implementation of software updates of the MIS Systems
- Hold line management responsibility for 1.0 FTE MIS Supervisor and 3 FTE MIS Administrators, including identifying appropriate training and development needs for the team and leading on developmental activities as appropriate
- Be responsible for the management of 10 Invigilators both SQA and College
- Provide training and support for all College staff in the processing of MIS data and the implementation of appropriate College procedures
- Represent the College at appropriate external network events, software user and strategy groups making recommendations on the outcomes to College management, as appropriate
- Assess the potential impact of external developments, making recommendations to the College management as appropriate
- Attend at internal and external meetings as required
- Contribute to various systems audits and verifications visits

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

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You may also be required to:

- Support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF 9 in relevant subject	Essential
Project management qualification	Desirable
Advanced Microsoft Excel	Desirable

KNOWLEDGE/SKILLS	Essential or Desirable
Extensive and detailed knowledge of CRM and other systems and reporting platforms	Essential
Detailed experience of Microsoft Excel	Essential
Current knowledge of developments in college reporting tools	Desirable
Knowledge/experience of Education/FE culture, key performance indicators etc.	Desirable
Critical thinking skills	Essential
Systems Analysis skills	Essential
Complex problem solving skills	Essential
Management skills	Essential
Communication skills	Essential

EXPERIENCE	Essential or Desirable
Substantial, wide ranging experience in developing reporting tools and delivering impactful information	Essential
Evidence of managing and delivering high quality, customer-focused services	Essential
Experience of managing a team and liaising and working with other teams	Essential
Development and implementation of effective management information systems	Essential
Experience in working in student records	Desirable
Experience of developing and delivering training	Desirable
Experience of working in a customer-facing role	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Team working skills, contributing to team objectives	Essential
Presentation skills	Desirable
Well-developed report-writing skills and ability to present credible arguments and business cases to internal and external stakeholders at all levels	Desirable

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential

Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential