**Job Description – Data & Systems Co-ordinator**

**JOB TITLE**

**Data & Systems Co-ordinator**

**ACCOUNTABLE TO:**

**Data Services Manager**

**INTRODUCTION**

Lakes College is quite simply the place to be in education at the moment. As one of the founder members of the new £7.5 million northern campus for the National College for Nuclear, the Governments National College initiative aimed at addressing current and looming vocational skills gaps for national strategic industries, Lakes College will see significant investment and growth in the next few years, adding to its existing portfolio of STEM provision, making it one of the most exciting places to teach in the North. Having recently invested over £1 million in our facilities to provide our students with access to the best facilities and equipment, we are seeking to ensure that our students are skill ready when they leave the door and are armed with an understanding of the current developments in the relevant technical disciplines.

**MAIN PURPOSE OF THE ROLE**

* To be responsible for providing administrative support to the Data Services team across all sections, ensuring student details are entered in accordance with the requirements of the college and our external funding bodies.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To be responsible for undertaking a range of administrative duties within the Data Services department and the college as a whole including enrolments, registers, exams, audits, liaising with college staff in relation to these processes
* To provide administrative support to the Data Services team as a whole, ensuring procedures are adhered to and deadlines met, dealing with routine administrative tasks ensuring efficient and effective support to the College.
* To deal with register queries, liaising with relevant internal personnel and to ensure contract compliance.
* To be responsible for providing day to day advice and support to curriculum and business support staff in relation to course and student data.
* To assist with administration of systems used across the College and review and update working instructions, in order to ensure that they reflect the changing requirements of the Funding Bodies and the College
* To ensure all electronic (EBS, Learning Assistant, Salesforce, E-Assessor, Sharepoint, etc.) and manual systems are updated accurately to support funding claims and learner achievement.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit www.lcwc.ac.uk/job

**Person Specification – Data Co-ordinator**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |  |
| 5 GCSE’s (including Maths & English or equivalent) | **✓** | | | |  | AF /Cert |
| Literacy and Numeracy qualifications at minimum Level 2 or be willing to update | **✓** | | | |  | AF /Cert |
| NVQ Level 2 in Business Administration | **✓** | | | |  |  |
| HNC Computer related subject |  | | | | **✓** | AF / Cert |
| Experience |  | | | |  |  |
| Recent experience in an office / data role | **✓** | | | |  | AF / IV |
| Clerical experience, particularly in Data Inputs | **✓** | | | |  | AF / AT / IV |
| Records information accurately and in a form suitable for future retrieval and use | **✓** | | | |  | AF / AT / IV |
| Experience in educational admin processes e.g. enrolments, registrations and audit etc. |  | | | | **✓** | AF / AT / IV |
| Teamwork & Personal Credibility |  | | | |  |  |
| Work collaboratively and for the good of all | **✓** | | | |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** | | | |  | AF / AT / IV |
| Act as a team player | **✓** | | | |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** | | | |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** | | | |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** | | | |  | AF / AT / IV |
| Communication |  | | | |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** | | | |  | AT/ IV |
| Analytical & Decision Making Skills |  | | | |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** | | | |  | AT / IV |
| Organised and attentive to detail | **✓** | | | |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** | | | |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | | | | **✓** | AT / IV |
| Internal Customer Orientation |  | | | |  |  |
| Demonstrates meeting expectations of internal and external customers, including learners | **✓** | | | |  | AT / IV |
| Develops relationships with internal and external customers and gain their respect | **✓** | | | |  | IV |
| Treats internal and external customers fairly and in a non-discriminatory manner | **✓** | | | |  | IV |
| Personal Effectiveness & Initiative Taking |  | | | |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** | | | |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** | | | |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** | | | |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview