



# JOB DESCRIPTION

Senior Systems and BI Developer



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	<b>Senior Systems and BI Developer</b>
<b>REPORTING TO:</b>	<b>Director of MIS and Planning</b>
<b>RESPONSIBLE FOR:</b>	<b>n/a</b>
<b>HOURS:</b>	<b>36</b>
<b>GRADE:</b>	<b>TBC</b>

**KEY RESPONSIBILITIES**

- Provide high value management reports to inform operational and strategic decision making.
- Lead on the development, implementation, maintenance and integration of College management information systems.
- Manage the maintenance and updating of the Student Records System, ensuring that integration with other systems is optimised.
- Develop, maintain and monitor all systems, processes and procedures that ensure the accuracy of MI data and quality of information.
- Devise, develop and implement self-service and automated processes to deliver accurate and timely information to internal stakeholders, including data dashboards and data validations.
- Provide first line support for any user of student data systems.

**MAIN RESPONSIBILITIES**

- Maximise the use of information in the management of the College to support Senior Leaders to drive improvements in performance and quality.
- Regularly review dashboards, reporting systems and toolsets to ensure that they meet the evolving needs of the College as well as regulatory, statutory and funding methodologies.
- Provide reports that enable the tracking of learners and their progress e.g. attendance, achievement, retention and pass rate (QAR) reports, and reporting out of proprietary systems.
- Provide information and reports to support the College's quality cycle, including but not limited to self-assessment reviews (SAR) and performance management reviews.

- Provide reports for Governors on key performance indicators throughout the College, as required.
- With input from the Analyst Programmer and Head of LS and Careers, optimise the use of student data systems to improve the efficiency, quality and effectiveness of student administration.
- Lead on the development of online data reports and dashboards from College systems.
- Lead on the development, implementation and maintenance of online information systems to meet the changing needs of the College.
- Lead on the development, implementation and maintenance of external online systems, providing support for the College website and student journey from application to achievement.
- Support curriculum and cross-College teams with ad-hoc requests for data and information, providing the output in a consistent, accessible format.
- Contribute to the preparation of information to meet the requirements of the College's Corporation, external agencies, internal and external audits, managers and staff.
- Provide first line support for any user of student data systems, ensuring all problems are resolved in a timely fashion.
- Produce and maintain documentation of all online systems.
- With IT and the Funding and Data Manager, ensure that any MI solutions comply with GDPR and access permissions are secured using current best practice.
- Ensure links to various supporting database systems, such as those use by Finance, are maintained and optimised.
- Promote awareness of the MI & Systems team within the College and the services it provides.

### **OTHER RESPONSIBILITIES**

- Provide training to curriculum and Senior Managers in the use of cross-College student data systems, as required.
- Train, support and develop other staff within the MIS department.
- Advise the day to day activities of the Analyst Programmer.

### **GENERAL**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participate in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.

4. Operate at all times in line with the College's values and behaviours.
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Good all-round level of education to include Maths and English to GCSE (level 2).	E
	Relevant first degree or equivalent experience.	E
	Evidence of significant continuous professional development.	E
<b>Previous Experience / Job Knowledge</b>	Up to date knowledge of Microsoft Office and Microsoft Outlook.	E
	Proven experience of analysing data and producing complex reports using a variety of reporting techniques including T-SQL, SSRS, SSIS, BI Tools etc.	E
	Clear and comprehensive knowledge of SQL databases.	E
	An understanding of the reporting requirements of a Senior Management Team.	E
	Knowledge of FE performance measures and data.	E
	Experience of working at Manager level within the FE sector as a Report Writer within MIS using MS SQL Server.	D
	Knowledge of FE Funding including Study Programmes, AEB, Apprenticeship and ALS provision.	D
	An operational understanding of or experience using ProSolution, ProAchieve and curriculum systems such as ProMonitor, 4Cast, eSpirals and other systems within the MIS function.	D
	Knowledge and experience of data modelling, database design and performance tuning.	D
<b>Skills, Competencies and Aptitudes</b>	Advanced IT skills (T-SQL, SQL Server BI Stack, MS Office suite & proprietary software).	E
	Proven analytical skills, highly numerate & ability to use lateral and systematic thinking in the pursuit of well-defined goals.	E

	Experience of developing reporting dashboards using BI Tools or other proprietary software.	D
	Web Development Skills (e.g. ASP.Net c#/VB, Java, PHP, HTML).	D
<b>Other factors / additional requirements</b>	A flexible approach to work and the ability to meet strict deadlines through self-management and delegation.	E
	Demonstrate a commitment to developing knowledge and skills through participating in staff development and training opportunities.	E
	Commitment to the highest possible levels of health and safety for students, staff and others.	E
	Be highly motivated and flexible to change, demonstrating strong teamwork skills and a 'can do' attitude.	E
	Possess a highly developed customer service ethos and be experienced in dealing with internal and external customers.	E
	A commitment to and understanding of Equal Opportunities and evidence of effective implementation of Equal Opportunities policies.	E
	Evidence of understanding and effective implementation of safeguarding policies and a commitment to creating a safe learning environment.	E