LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS Ltd

JOB DESCRIPTION

Post Title:	Information Support Officer (Curriculum and Returns)	**Grade:**	CCS Scale 5
Post Number:	CS0427F	**Date:**	January 2020
Line Manager:	Information Operations Team Leader	**Directorate:**	IT, Information Management & Projects
Daily Supervision:	Information Operations Team Leader	**Unit/School:**	Central Information Services

Job Purpose:

To be responsible for the set-up, maintenance and development of core and curriculum data to ensure the recording of appropriate data to meet College needs and funding requirements.

Principal Duties and Responsibilities:

1. To be responsible for setting up, developing and maintaining the core and curriculum data in ProSolution

2. To liaise with academic staff to ensure valid courses are setup via ProSolution from curriculum planning /course setup forms, providing information and advice as required.

3. To be responsible for the production of bar code labels.

4. To develop and maintain an understanding and working knowledge of Learning Aims Reference Service (LARS) database, to extract relevant information and provide advice to college staff.

5. To be responsible for running, validation and submission of the College's funding and data returns on a regular basis, ensuring accuracy and data quality

6. To develop and maintain an understand of the College's performance data and methodology, including the use of relevant software e.g. Proachieve. To provide training and support to cross college staff.

7. To develop and maintain an understanding of the ILR requirements, specification and available funding. To provide advice to cross college staff on funding and fees.

8. To provide an excellent standard of customer service to both internal and external customers

9. To assist with the development and maintenance of management information

10. To assist with the design of key data collection documents to ensure appropriate data is collected in line with relevant specifications.

11. To maintain an understanding of the role of the Information Operations team and provide cover for colleagues as required.

12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.

13. To maintain professional standards and expertise by undertaking relevant professional development.

14. To maintain quality standards appropriate to the post.

15. To conform with the Health and Safety requirements relevant to the post.

16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other duties as directed by a supervising manager. The responsibility level of any duties should not exceed those outlined above.

LINCOLN COLLEGE CORPORATE SUPPORT SOLUTIONS LTD

PERSON SPECIFICATION FORM

Post Title: Information Support Officer   **Grade:** CSS Scale 5

Post No: CS0427F   **Date:** January 2020

Directorate: IT, Information Management and Projects   **Unit/School:** Information Services

No.	Requirement	Proposed Selection Method *
	Knowledge	
1	GCSE Maths and English grade A-C or equivalent	A/I
2	IT Level 3 qualification or work related experience	A/I/T
	Skills/Abilities - Interpersonal	
3	The ability to work in a non-discriminatory manner	A/I
4	The ability to work as a member of a team	A/I
5	Excellent written and oral communication skills	A/I
6	High level customer service skills	A/I/T
7	Self-confidence and an ability to work on own initiative	A/I
8	Ability to work under pressure and meet deadlines	A/I
	Experience	
9	Relevant experience in a data collection environment, preferably in a Further Education establishment	A/I/T
10	Practical experience of ILR returns and FE funding	A/I/T
11	Practical experience of using relevant software packages	A/I
12	An understanding of college curriculum offer	A/I
	Work Related Circumstances	
13	The ability and willingness to undertake relevant staff development	A/I
14	Ability and willingness to work flexibly and outside normal working hours on occasions	A/I
	Skills/Abilities - Other	
15	Ability to develop and maintain computerised/manual systems	A/I
16	Ability to use Microsoft Office products - Word, Access and Excel	A/I/T
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I

Prepared By: Becky Ward

Designation: Head of Central Information Services   **Date:** January 2019

* A = Application Form   **I = Interview**   **T = Test**