JOB DESCRIPTION

Post Title: Information Analyst   **Grade:** CSS Scale 5

Post Number: CS0597P   **Date:** May 2019

Line Manager: Information Development   **Directorate:** IT, Information Management
Team Leader   and Projects

Daily Supervision: Information Development   **Unit/School:** Central Information Services
Team Leader

Job Purpose:

To develop and maintain the College's management information and information systems

Principal Duties and Responsibilities:

1. To enable knowledge-based decision making by converting data into information and intelligence, providing proactive analysis to inform decision making and support monitoring of standards, quality and business performance both internal and external to the College.

2. To provide support to end-users in the event of system applications problems

3. To provide a proactive service, focussing on engagement with customers to improve data quality

4. To liaise with software and hardware suppliers for the relevant support services as required

5. To ensure all software upgrades are monitored and applied on a regular and timely basis, in liaison with IT Services

6. To work with the Information Development Team Leader on system development projects, implementation of relevant software and maintenance of procedural notes/manuals

7. To develop interfaces and improve interoperability between College software systems

8. To develop and maintain a knowledge of the College's funding streams, to include ESFA and Office for Students (OfS) methodologies, in order to provide accurate management information

9. To develop and maintain an understanding of College key performance indicators, including achievement data

10. To provide assistance/training for staff to allow them to access information suitable to their needs

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

12. To maintain an understanding of the Data Protection Act in relation to the role

13. 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

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

15. To maintain quality standards appropriate to the post

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

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

PERSON SPECIFICATION FORM

Post Title: Information Analyst **Grade:** CSS Scale 5

Post No: CS0597P **Date:** February 2019

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

No.	Requirement	Proposed Selection Method *
	Knowledge	
1	HNC Computing or equivalent, desirable	A
2	GCSE Maths and English grade A-C (Grade 4) or equivalent	A
	Skills/Abilities - Interpersonal	
3	The ability to work in a non-discriminatory manner	A/I
4	Ability to work as a member of a team	A/I
5	Excellent written and oral communication skills	A/I
6	Ability to work on own initiative	A/I
7	Ability to work to and meet strict deadlines	A/I
8	Ability to produce and interpret statistical information	A/I/T
9	High level customer service skills	A/I/T
	Experience	
10	Experience of database management and administration, preferably SQL Server based.	A/I/T
11	Practical experience of systems development	A/I
12	Practical experience of report writing using SQL	A/I/T
13	Practical experience of relevant software packages	A/I
	Work Related Circumstances	
14	The ability and willingness to undertake relevant staff development	A/I
15	Ability and willingness to work flexibly and outside normal working hours on occasions	A/I
	Skills/Abilities - Other	
16	Ability to develop and maintain computerised/manual systems	A/I
17	Ability to use Microsoft Office products - Word, Access and Excel	A/I/T

Prepared By: Becky Ward

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

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