

Northumberland County Council

JOB DESCRIPTION

Post Title: IRL, Funding and Planning Officer	Director/Service/Sector Community Health and Well Being. Learning and Skills Service. Adult Learning.		Office Use
Grade: 6	Workplace: Adult Learning Site		3701
Responsible to: Corporate Assurance and Planning Manager (Jacquie Hodgson).	Date: 31/07/2020	Manager Level:	
Job Purpose: To be responsible for the delivery of the management information function and statutory returns for the Adult Learning aspect of Learning and Skills Service including for SFA, EFA and other funded and non-funded provision.			
Resources	Staff	3 Adult Learning Data Specialists, apprentices in area of responsibility. Finance and Learning Loans Officer	
	Finance	Responsibility for the production of financial and learner data claims for SFA, EFA and other funded and non-funded provision up to £3 million annually. Support and audit of income generation from learner fees across the service.	
	Physical	To handle archives and significant volumes of learner, finance and staff data and information.	
	Clients	Regular work with Information Services, external software suppliers, colleagues from Learning and Skills, other services, public bodies and external organisations. Frequent contact with customers and suppliers, the public, learners, lecturers and internal colleagues	
Duties and key result areas:			
<ol style="list-style-type: none"> 1 Manage the day-to-day activities and workload of the team to ensure effective work load management of financial matters, learner and employer data and general administration for the service. 2 To maintain and proactively share an up to date knowledge on finance, funding and loans regulations and eligibility criteria across all funding streams and the associated data collection specifications. To set standards and policy on data collection, producing an annual MIS timetable, work plans, policies, procedures and associated paperwork on an annual basis and share. To set up annual reference data and data migration to ensure preparation of the system for each academic year. 3 To liaise with Information Services to ensure MIS software (live and test environments) is up to date and operating, and limits downtime of systems. To ensure upgrades and patches are applied in timely manner. To report technical faults and review progress taking proactive steps to ensure timely repair. To maintain licensing for MIS and associated software including PCI submissions for Cardnet and Netbanks payments, Phonographic Performance Licence, CLA copyright licensing. To support MIS systems audits and ensure security policies and disaster recovery plans are in place and fit for purpose, carry out required testing. 4 To manage users of and submissions to FIS, Information Management Hub, Provider Gateway, Learner Records Service, LP Portal for Advanced Learning Loans and any other relevant portal or government issued software / system for the skills sector. 5 Manage and operate management information systems including service, client, employer, asset and other records. Monitor the upkeep of regular and accurate records to maintain integrity of data. To carry out a proactive programme of self-critical auditing on data using appropriate software and a manual records sampling. 			

- 6 To produce and manage the service's course file and maintain audit records of additions and amendments. To check currency of learning aims and eligibility of funding against appropriate national software. To advise staff and make amendments to standing data as required.
- 7 To organise and manage the workload of the data specialists to ensure enrolment, attendance, success and other data and fees are processed in a timely manner. To ensure that data is proactively sought from teams and take rapid remedial action where submissions do not meet the required data standards. To record and report on data standards, producing performance league tables.
- 8 To produce and manage the ILR for all funding streams, removing errors in the ILR identified through the appropriate software. To perform queries and update data. To submit all ILR data returns, Earnings Adjustment Statements (EAS) and other supplementary records accurately and on time. To produce the monthly ILR performance report and reconcile earnings from the funding bodies.
- 9 To write complex reports in MS Access and SQL as required. To prepare and supply service and directorate performance data in a timely manner, and meet requests for other reporting for officers and councillors as directed, including analysis on enrolment, retention, achievement, success, outcomes and progressions, impact analysis and IAG services and proactively distribute data packs on a monthly basis. To submit timely data to the IAG team, Children's Centres, Employability and other relevant teams on performance of their clients within adult learning provision.
- 10 To develop, implement and manage the online learner portal and ensure that online enrolments features are active and take improvement actions where needed.
- 11 To lead on managing the service's archives.
- 12 To provide training, leadership and management for staff within a designated area of responsibility including the appraisal of line managed staff. Carry out regular team briefings to ensure the work is co-ordinated.
- 13 To contribute to the team self-assessment and business improvement planning on matters related to MIS and performance data and ensure the effective operation and development of the team. To investigate and implement new ways of working that improves efficiency, digitisation and flexible working in in the team and its areas of responsibility.
- 14 To take part in a daytime and evening rota of site, first aid and fire warden cover as required by the manager.
- 15 To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.
- 16 To be committed to equal opportunities and to comply with the County Council's diversity and equality policies. To be committed to safeguarding learners and follow policies, practices and procedures in relation to protecting children and adults.
- 17 To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participate in and maintain professional networks.
- 18 There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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Transport requirements:

Working patterns:

Working conditions:

The post holder will be mainly site based and will visit sites across Northumberland as required.

Flexible working hours apply subject to the needs of the service and requirement for working on a rota being met.

Working may include additional working at peak periods including days leading up to data submissions and at year ends.

Office based.

Northumberland County Council
PERSON SPECIFICATION

Post Title: IRL, Funding and Planning Officer	Director/Service/Sector: Community Health and Well Being - Learning and Skills	Ref: 3701
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Level 4 qualification in ICT ● Very detailed knowledge of Tribal's EBS, Agent and Learner Portal products ● Detailed knowledge of funding methodologies and eligibility rules ● Detailed knowledge of Advanced Learning Loans and Discretionary Learner Support ● Good knowledge of LARS, FIS and DSATs ● Knowledge of IT systems in a networked environment 	<ul style="list-style-type: none"> ● NVQ 3 in Advice and Guidance ● Knowledge of financial systems within the authority 	A, I
Experience		
<ul style="list-style-type: none"> ● Significant experience of using Tribal's EBS, Agent and Learner Portal products and production of an ILR ● Significant experience of MS Access and writing reports in access and SQL and complex database development ● Experience of data analysis and manipulation ● Experience of using LARS, FIS and DSATs ● Experience in management information report writing and design ● Experience of building, managing and developing software and apps ● Experience of Google and Microsoft applications and operating systems ● Experience of managing online examination platforms 	<ul style="list-style-type: none"> ● Experience of carrying out self-critical auditing of records 	A, R, I
Skills and competencies		
<ul style="list-style-type: none"> ● Well-developed IT Skills ● Good interpersonal and communication skills ● Able to work on own initiative ● Able to work as part of a team ● Able to master new software packages quickly ● Able to work accurately and quickly with attention to detail ● Writes clearly, succinctly and correctly. ● Able to quickly and accurately manipulate numerical data using arithmetic functions. ● Ability to organise self, and others, and work without constant supervision. ● Able to develop and apply technology in new work-related situations. ● Works in a systematic and orderly manner. ● A commitment to providing a quality support service. ● Works collaboratively to achieve team spirit. ● Adapts to change by adopting a flexible and cooperative attitude. 	<ul style="list-style-type: none"> ● Innovative and creative thinker 	A, R, I, P

Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Large element of working with computers • Ability to work under pressure and meet tight deadlines • Ability to cope with some telephone contact from difficult customers, e.g. where staff are pursuing unpaid fees or there are technical issues with an urgent need for resolution like exam platforms • Able to move, erect and dismantle training equipment and resources 		I
Other		
<ul style="list-style-type: none"> • Committed to equality and diversity and safeguarding • Committed to health and safety • Committed to client confidentiality • Demonstrates integrity and upholds values and principles. • Able to independently meet the travel requirements of the post 		I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits