

Capital City College Group

Job Description and Person Specification

Post:	Course File & Funding Officer
Department:	MIS (Business Information & Registry Directorate)
Reporting to:	Funding & Planning Manager
Responsible for:	N/A
Grade:	SP26 £30,603 per annum

Key Purpose

To take an active role as part of the MIS team in providing a high quality, responsive management information service, administering the Course File, producing funding information, and assisting in curriculum planning processes.

Main Duties and Responsibilities

1. To administer the Group's Course File, including creating course records, processing amendments, rolling forward and updating records in bulk, and ensuring that all course data is accurate, complete, up to date and valid.
2. To develop and maintain a comprehensive and detailed awareness of the Group's course offer and familiarity with associated systems (such as Find a Learning Aim), in order to support curriculum colleagues with funding issues.
3. To develop and maintain a familiarity of the funding rules and methodologies used by the Group's funding bodies, and a thorough knowledge of the relevant coding and datasets.
4. To assist in the production of funding reports.
5. To assist with business planning processes as directed by the Funding & Planning Manager.
6. To be proactive and bring issues or ideas for improvement regarding courses, planning and funding to the attention of the Funding & Planning Manager.
7. To assist with internal and external audits relating to learner records systems and data as directed by the Funding & Planning Manager.
8. To assist in the provision of training, documentation and communication across the Group as appropriate regarding course, planning and funding information.
9. To ensure learner data is stored, accessed and processed in line with GDPR principles.
10. To attend and participate in meetings, including project groups, as appropriate, and represent the Division internally or externally as requested by the Funding & Planning Manager or the Head of Information & Planning.
11. To liaise with colleagues in a professional manner and respond to requests for information or report developments positively, promptly and effectively, with a customer-focused approach.
12. To work co-operatively with other MIS staff to ensure the overall objectives of the Department are met, including contributing to team initiatives and events.

Expectations of the Post Holder

1. To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
2. To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
3. To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
4. To work flexibly and to undertake such other duties as may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS) check.

N.B. The scope of this job description is current at the date of issue; it is not intended to be a fully inclusive or exhaustive list. As and when the work of the Group develops or changes so the areas of responsibility and duties may be subject to change and the job description will be reviewed. Such changes will be made in consultation with the post holder in the first instance.

Person Specification

	Criteria	Essential	Desirable	How Tested
Qualifications / Professional Development	Good general education - qualified to Level 2 (at least).	✓		AF/Cert
	Qualified to Level 2 in English and maths or willingness to achieve within a specified period.	✓		AF/Cert
	Evidence of ongoing professional development.	✓		AF/Cert
Knowledge / Experience	Experience of working with Microsoft Office products, including Excel.	✓		AF/IV/ Test
	Experience of working with computerised administration systems and following procedures.	✓		AF/IV/ Test
	Experience of working in an administrative capacity in an FE environment and using a learner records system.		✓	AF/IV

	Knowledge of FE funding systems and regulations.		✓	AF/IV
Skills / Abilities	Ability to work methodically with large volumes of information to a high level of accuracy.	✓		AF/IV/ Test
	Ability to plan and prioritise workload and work under pressure to tight deadlines.	✓		AF/IV/ Test
	Ability to quickly digest new information and adapt swiftly and positively to change.	✓		AF/IV
	Ability to communicate effectively orally and in writing.	✓		AF/IV
	Ability to develop positive working relationships with colleagues at all levels and work effectively as part of a team.	✓		AF/IV
Additional Requirements	An understanding of and commitment to equality of opportunity.	✓		AF/IV
	A commitment to co-operative and flexible working and a demonstrable customer focus.	✓		AF/IV
	A strong sense of purpose, and the drive to achieve agreed goals.	✓		AF/IV
	A proactive approach to resolving problems and queries.	✓		AF/IV