

Person Specification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post | Data and Compliance Officer |  | Dept | mis – Learner Data |
| Grade | SCALE 4 |  | Ref No | 047-20 |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| GCSE English and maths (minimum A\* – C grade) or equivalent.  Level 2 IT qualification | E  D | AF / I  AF / I |
| Relevant Experience | E / D  Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| Processing the enrolment of learners on a student records system in a College environment across various funding streams  Understanding of data requirements and funding rules  Proven experience of providing excellent customer care with the ability to maintain this during pressurised periods of work  Data validation and verification of enrolment data  Processing ILR data for statutory returns  Running/processing reports for data monitoring including compliance reports and DSATs  Participating in internal / external audit processes  Identifying potential data and funding errors and providing guidance on ways to resolve | E  E  E  E  D  E  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Relevant Knowledge/ Skills & Aptitudes | E / D  Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| The ability to communicate and interact with other people in a way that promotes cooperative relationships.  Ability to work quickly and accurately and have excellent attention to detail  Ability to work effectively on your own as well as part of a team  Proven knowledge of Microsoft Office – especially Excel  Ability to learn, keep abreast of and apply funding rules and regulations  Flexibility in working hours to support deadlines being met  Commitment to the highest standards of customer service  Able to problem solve and work in a proactive manner.  Organised approach to work in relation to file and record keeping | E  E  E  E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | E / D  Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF) |
| Demonstrate an ability for discretion, confidentiality and professionalism  Understanding of how data protection legislation impacts on this role  Organised approach to work in relation to file and record keeping  Committed to the principles of valuing diversity and equal opportunities.  Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment  Willingness to undertake appropriate training and development in order to meet the changing requirements of the college | E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |