

Person Specification

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

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| Education / Training | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| GCSE English and maths (minimum A\* – C grade) or equivalent.Level 2 IT qualification | ED | AF / IAF / I |
| Relevant Experience | E / DEssential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| Processing the enrolment of learners on a student records system in a College environment across various funding streamsUnderstanding of data requirements and funding rulesProven experience of providing excellent customer care with the ability to maintain this during pressurised periods of workData validation and verification of enrolment dataProcessing ILR data for statutory returnsRunning/processing reports for data monitoring including compliance reports and DSATsParticipating in internal / external audit processes Identifying potential data and funding errors and providing guidance on ways to resolve | EEEEDEDD | AF / IAF / IAF / IAF / IAF / IAF / I AF / IAF / I |
| Relevant Knowledge/ Skills & Aptitudes | E / DEssential (E)Desirable (D) | Measured ByInterview (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 detailAbility to work effectively on your own as well as part of a teamProven knowledge of Microsoft Office – especially ExcelAbility to learn, keep abreast of and apply funding rules and regulations Flexibility in working hours to support deadlines being metCommitment 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 | EEEEEEEEE | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| Special Requirements | E / DEssential (E)Desirable (D) | Measured ByInterview (I)Application (AF) |
| Demonstrate an ability for discretion, confidentiality and professionalism Understanding of how data protection legislation impacts on this roleOrganised approach to work in relation to file and record keepingCommitted 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 | EEEEEE | AF / IAF / IAF / IAF / I AF / IAF / I |