



## PERSON SPECIFICATION

<b>POST</b>	<b>DATA AND COMPLIANCE MANAGER</b>	<b>DEPT</b>	<b>MANAGEMENT INFORMATION</b>
<b>GRADE</b>	<b>PO1</b>	<b>REF No</b>	<b>036-20</b>

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AP) ASSESSMENT CTRE (AC) PRESENTATION (P)
Minimum Level 5 or equivalent qualification in a related discipline. OR Substantial experience in a similar role.		<b>E</b>	<b>AF/I</b>
RELEVANT EXPERIENCE			
High level of competence in the use of MIS software within a Further Education College environment.		<b>E</b>	<b>AF/I</b>
Experience of managing data processes within an FE environment.		<b>E</b>	<b>AF/I</b>
Experience in processing, validating and submitting ILR returns.		<b>E</b>	<b>AF/I</b>
Experience of organising the enrolment processes within a College.		<b>E</b>	<b>AF/I</b>
Experience of managing and working collaboratively with others.		<b>E</b>	<b>AF/I</b>
Experience of managing a team with the ability to inspire staff.		<b>E</b>	<b>AF/I</b>
Experience and working knowledge of the Tribal EBS system.		<b>D</b>	<b>AF/I</b>
Experience of supporting external audit and inspections.		<b>E</b>	<b>AF/I</b>
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES			
Detailed knowledge of ESFA funding rules and methodologies.		<b>E</b>	<b>AF/I</b>
Detailed knowledge of data and audit requirements for the EFA/SFA.		<b>D</b>	<b>AF/I</b>
Working knowledge of QAR methodology		<b>D</b>	<b>AF/I</b>
Working knowledge of DSATs		<b>E</b>	<b>AF/I</b>
Working knowledge of ProAchieve		<b>D</b>	<b>AF/I</b>
Ability to write queries to interrogate databases		<b>E</b>	<b>AF/I</b>

Understanding of database structures.		E	AF
Ability to think and act effectively and have a creative approach to problem solving.		E	AF/I
Ability to review, analyse, monitor and evaluate data.		E	AF/I
Effective communication skills both orally and in writing.		E	AF/I
Advanced IT skills and proficient in the use of MS Office packages.		E	AF/I
High standard of organisation skills, prioritising workloads for self and others.		E	AF/I
<b>SPECIAL REQUIREMENTS</b>			
Must be able to commute effectively between all College sites		E	AF/I
Must be prepared to work flexibly including evenings and weekends		E	AF/I
Must be able to undertake appropriate training and development in order to meet the requirements of the College		E	AF/I
Commitments to the principles of valuing diversity and equal opportunities		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects its staff and volunteers to share this commitment		E	AF/I
To be familiar and act in accordance with the College's Customer Services Code of Practice		E	AF/I