COLLYER'S
The College of Richard Collyer

JOB DESCRIPTION
Subject to the current agreed terms and conditions
of employment as set out in the college staff manual

Job Title: **Information Services Manager**

Job Purpose: **Manage the Registry team and ensure completion of the Individualised Learner Record (ILR) and Funding Claims**

Accountability to: **Director of Information Services**

Responsible for: **Data Manager, Registry**

Key Responsibilities and Key Tasks:

1. **Manage the effective collection and maintenance of student records from initial application through enrolment, on programme, completion and leaving**

   a. Management of the ILR data to make sure that it reflects the actual activity, and any evidence is stored in preparation for the audit
   b. Ensure that student information is accurately recorded in the MIS system and is complete
   c. Develop and produce management reports (internal and external) to inform and support decision making at all levels
   d. Research and keep up-to-date with latest regulations, procedures and deadlines laid down by external organisations such as ESFA, DfE and Ofsted
   e. To develop and lead a dynamic Registry department and provide the college with managed access to comprehensive, reliable, relevant and up-to-date information and report facilities
   f. To maintain the MIS databases and other associated databases, ensuring that both examination and learner data is held securely, with integrity and meets all regulatory and statutory requirements

2. **Produce the Individualised Learner Record (ILR) and Funding Claims for submission to the Skills Funding Agency and the Education Funding Agency and submit via the Hub**

   a. Act as the primary liaison with internal with external agencies in relation to funding and data, including the ESFA, DfE, SFCA, and local authorities. Be the main point of contact.
   b. Run DSAT reports regularly to check data

c.   Make fully validated monthly ILR returns ensuring ILR submissions are timely and met before the deadline.
d.   Make funding claims on time
e.   Have regular meetings with Adult Education and Skills Manager to review adult courses and accuracy of data.
f.   Check and record status of GCSE maths and English qualifications and those needing to continue studying them
g.   Ensure completeness of achievement and destination data
h.   Ensure requirements for ESF matched funding are met
i.   Manage the internal and external audit process with overview from SMT.

3.   Produce data for a range of other external organisations

a.   Return data to West Sussex for September Guarantee and Annual Activity Survey
b.   Produce other data as requested

4.   Obtain data from national websites and portals

a.   Obtain or create missing ULNs and Student QoE through the LRS provider portal
b.   Obtain Employer IDs from the EDRS website for apprenticeships
c.   Check ILR data correctly identifies learners with 24+ Adult Learning Loans
d.   Check for new postings on the EFA Secure Access Portal and the Hub
e.   Maintain access as user or super user

5.   Keep up to date with funding, ILR, audit and other agency requirements

a.   Identify changes needed to data collection systems, Learning Agreement design, etc
b.   Check funding status of qualifications annually
c.   Monitor JISC-MIS emails, Gov.UK updates, LSECT webinars, and other sources
d.   Assist staff with queries about funding and data protection

6.   Any other duties

a.   Deputise for the Director of Information Services when required
b.   Deputise for the GDPR Coordinator
c.   To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
d.   Undertake any other reasonable tasks as required