Associate Director of Management Information

Full-Time

Application Pack

Woking College

Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of 1400 students serving the Borough of Woking, but drawing students from 64 different schools. Our very successful strategic focus has, for many years, been to facilitate the very best quality of teaching and learning for our students. We are inclusive and non-selective and we are fully committed to continuing this successful strategy which has resulted in the doubling of the student population in recent years.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to thrive. The College has benefited hugely from an impressive transformation of its estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, of which I am the Chair, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances of our students.

We very much look forward to receiving your application.

Brett Freeman
Principal

The Role

The College requires a pro-active member of staff to manage all aspects of management information in College. This will include using programming skills to generate appropriate reports, therefore facilitating the effective management of College processes, efficient teaching, data analysis, and ultimately, student success.

The successful candidate will work closely with senior managers, heads of department, and the IT support team, but will also be expected to work independently, and flexibly when required, to meet the needs of the role.

A full mentoring programme is organised to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development. We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to move the College's data needs forward. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: Immediate start   **Salary**: £45-50k, depending on experience   **Hours:** Full-time, year round

Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

- We are an open access, caring and inclusive community
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Opportunities for staff training and liaison with peers within S7 consortium of Colleges
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere
- On-site parking
- College gym available for staff use, yoga classes, staff football
- Staff association: regular social events
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions
- 25 days' annual leave plus bank holidays
- Local Government Pension Scheme

Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk or contact Kirsty on 01483 227438 (direct) or via the College Reception on 01483 761036.

Closing date: 9am, Monday 25 February 2019

Interviews: to be held in week commencing Monday 4 March 2019

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints. The interview process will comprise of the following:
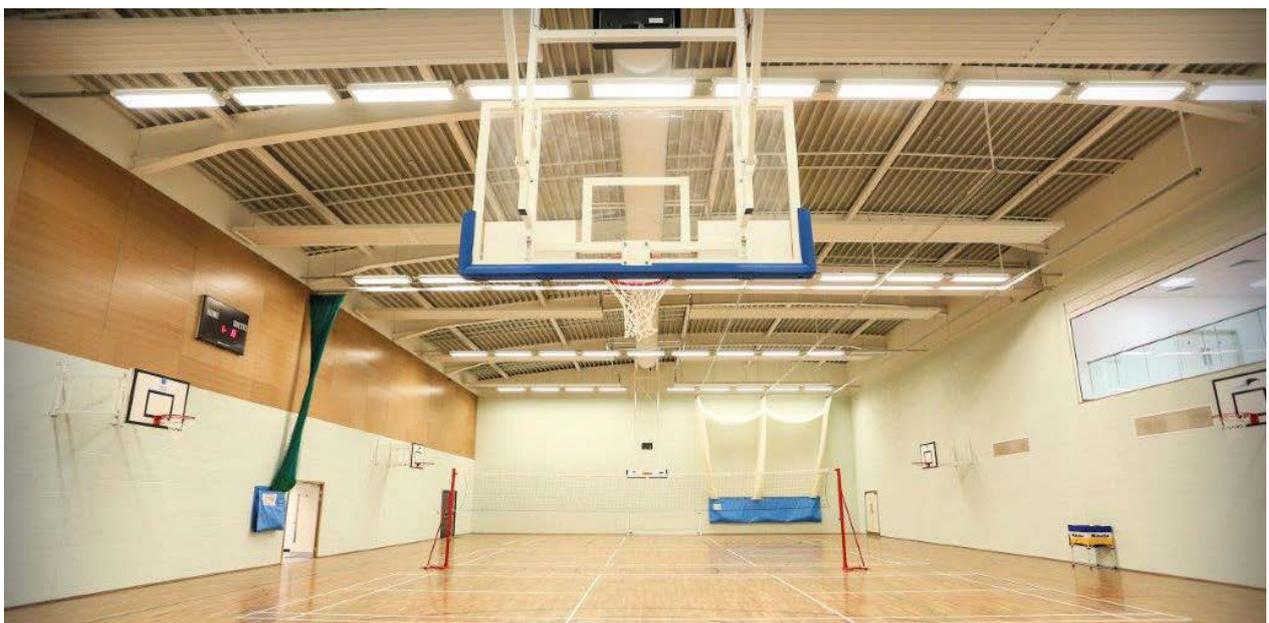
- a guided tour of the College
- Informal meet with department members
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Task

The College encourages all candidates to be familiar with Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2018 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737606/Keeping_children_safe_in_education_part_1_Sept_2018.pdf
- http://www.woking.ac.uk/about/policies/

In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants, which can be found on the Staff Vacancies page of the College's website or via the following link:

- https://www.woking.ac.uk/about/staff-vacancies/

![Woking College logo]

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

Job Description

Post Title: **Associate Director of Management Information (Full-Time)**

Responsible: **Member of the Senior Leadership Team (tbc)**

Job Purpose: **To oversee and manage all aspects of management information in College and to use programming skills to generate the appropriate reports, facilitating the effective management of College processes, efficient teaching, data analysis and ultimately, student success.**

Job Responsibilities

1. To identify, design, develop and maintain bespoke reports and other solutions to meet identified academic, pastoral and other College needs. To ensure that all solutions are designed and developed efficiently with consideration to integration with existing applications/systems and to support single data entry where possible.

2. To design, develop and maintain reports and other solutions in line with the approved college strategy. This will involve using existing technologies including the Microsoft suite and SQL Server Reporting Services, Web Services.

3. To implement Report Services, design, develop and maintain reports linked to the MIS, HR and Accounts systems in consultation with users. To consult with college staff on their requirements in respect to Web interfaces, reports and statistical information, and agree with the SLT the specifications and implementation schedule.

4. Ensure technical solutions are properly architected and specified, and review code for quality assurance purposes

5. To liaise with the college IT Network Manager with regard to hardware and software specifications, compatibility, file organization and backup.

6. To provide guidance and support to the Registry and Examinations team providing assistance in the development of procedures and web applications.

7. Maintain and develop existing user front end databases and develop web based front ends to the data as required.

8. To work with Registry and examinations staff to ensure appropriate documentation is maintained relating to reports, data transfers and database maintenance.

9. To produce and maintain software Operational and Development Plan and prioritize work in progress and workloads. To support, assist and encourage all staff to access relevant information systems.

10. To work closely with the IT Network Manager to deliver new services and applications. To liaise with software suppliers in the installation and maintenance of software. To ensure software is installed and operational across the network or locally, ensuring security of access and in liaison with IT Services.

11. To undertake training and personal development in order to keep up to date with developments in technologies relevant to improving software solutions.

12. To participate in and make an appropriate contribution to the college's planning and review processes.

13. To develop an awareness and understanding of the MIS by all users and to train them to exploit the potential of the system.

14. To assist in enabling a fully integrated the College's Management Information System.

15. To be responsible for liaising with external software companies in order to ensure seamless data transfer between the MIS system and other College systems

16. To ensure that all web systems and other College software is developed to specification and is fit for purpose, to guide future software

17. To assist in the development of the College's IT strategy and other related policies.

18. To act at all times in accordance with the College's Health & Safety, Safeguarding, Equality & Diversity and GDPR policies.

19. To take part in the training programmes provided by the College and agree to the process of professional reviews.

20. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Associate Director of Information Manager (Full-time)

The person appointed will be expected to have or to be able to demonstrate the capacity to develop and support:

- An understanding and support for the ethos of the College.

- An enthusiasm for working with and meeting the needs of 16 – 19 year olds.

- An ability to form very positive relationship with all members of the College community

- Ability to work on own initiative, manage own time by prioritising workload and meeting deadlines.

- Ability to perform as a positive team member, coaching and developing and learning with colleagues

- Excellent interpersonal and oral and written communication skills at all levels.

- Excellent attention to detail and ability to work accurately and manage a range of priorities.

- A logical, lateral and tenacious approach to problem solving

- Excellent organisational and planning skills

- Flexibility and willingness to work outside and beyond your role within a collegiate environment

- Previous experience of an IT / support role in a College environment will be advantageous

- An awareness of the need for personal development, both as a member of a team and as an individual.

- A commitment to the College's Health & Safety, Safeguarding, Equality & Diversity and GDPR policies.

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Technical skill-set and qualifications:

- Advanced, demonstrable knowledge of management Information systems, ILT systems and IT networks and associated programming languages.

- The ability to effectively interpret user/College requirement and in turn produce solutions which meet appropriate specifications.

- Demonstrable understanding of IT infrastructures and systems development methodologies.

- Ability and proven experience in programming, coding for reports which utilise and present effectively data held on the College Management Information System in order to inform College data analysis and maximise student performance and teacher effectiveness.

- The ability to develop complex databases, web pages and spreadsheets using data from different sources.

- Qualified to degree level or with appropriate and similar skills developed in an IT workplace environment.