**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Management Information and Compliance Manager | **Grade**:  PO5 |
| **Section:**  Lifelong Learning | **Directorate:**  Children’s Services |
| **Responsible to following manager:**  Head of Lifelong Learning | **Responsible for following staff:**   * MI Officer * Administration Assistant |
| **Post Number/s:**  **ELL 02** | **Last review date:** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

This is a key strategic role in the Lifelong Learning Management team.

Working closely with the Head and Deputy of Lifelong Learning the post-holder will lead on the following areas of work:

* To lead on Management Information, Data and Compliance - Ensuring the accuracy of evidence for claimable events across different funding streams.
* Develop strategic partnerships at a local, regional and national level that maximise opportunities and income. Work will concentrate on education and sector areas identified by the Council, the Greater London Authority and the Education and Skills Funding Agency.
* To work with the Head and Deputy Head of LL to maximise participation and income by pro-actively leading and/or supporting partnerships that attract development monies at a local, regional or European level.
* To lead a comprehensive management information and research function that supports the governance structure for LL and underpins strategic and curriculum planning decisions.
* Commissioning and developing management information systems to ensure contract compliance and effective service delivery across all programme areas.
* Establishing and developing procurement and commissioning procedures in line with the training and education priorities of the service and the Council’s procurement and commissioning procedures.
* Project management including: supervision of contracts; financial supervision of subcontractors and small providers ranging from £5k to £600k; and, advising on the use of financial resources to deliver identified strategic objectives.
* Advising the Head of Lifelong Learning on strategies to ensure that funding and outcomes for Wandsworth learners are maximised.
* Working with the Head of Lifelong Learning to devise and develop funding applications to a range of funding bodies.
* Supporting the Head of Lifelong learning in all areas of fundraising and business development; ensuring that Lifelong Learning is a successful self-financing unit within the Council’s Children’s Services.

**Specific Duties and Responsibilities**

**Strategic Partnerships**

1. To lead and develop effective professional relationships with key funding bodies e.g. the Education & Skills Funding Agency, Greater London Authority (GLA) and the Department for Education and other relevant agencies.
2. To establish, develop and maintain procurement and commissioning procedures to identify appropriate education and training providers. In line with the Council’s procurement and commissioning procedures potential sub-contractors will be identified through this process.
3. Set up and monitor education and learning contracts across all learning programmes and funding streams.
4. Ensure that all Lifelong Learning procedures are compliant with Council policies and available on the service website.
5. To manage and authorise payments to subcontractors, ensuring these are in line with the work produced and payment received from funders.

**Management Information**

1. To lead the management and development of appropriate systems for data collection (in line with guidance and requirements from the Education & Skills Funding Agency and other funding bodies) of learner and course data from providers of Community Learning and Skills, adult learning including FE colleges, training organisations and voluntary/ community providers. This will involve:
2. Ensuring appropriate databases and systems are in place to produce data returns and information for the Skills Funding Agency, other funding agencies and Ofsted.
3. Co-ordinating and managing the Council’s participation in ESFA and other benchmarking projects and developing related database applications as required.
4. Managing the work of the Lifelong Learning administration team in data collection, validation, reporting and subsequent data entry on to database systems and for production of regular management information reports.
5. To lead processes to ensure compliance with internal and external audits.
6. To be responsible for advising staff in Lifelong Learning on the key contractual and financial requirements to ensure compliance.
7. To advise senior managers on all data, finance and contractual aspects of work associated with the Education & Skills Funding Agency and other funding bodies.
8. To advise the Head of Lifelong Learning on the deployment of financial resources to achieve contractual compliance and maximise revenue from agreed contracts.
9. To research and evaluate data and reports to support decision making and curriculum development.

**Fundraising and business development**

1. To work with the Head of Lifelong Learning to deliver a fundraising strategy that maximises monies from a variety of income streams.
2. To work with the Head of Lifelong Learning in designing and developing funding applications to maximise resources available to Wandsworth learners and beyond.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
2. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
3. To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
4. To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
5. To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
6. The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

N/A

**Current team structure**

There are 29 roles in the Lifelong Learning Team.

Head of Lifelong Learning

Commissioning and Data Manager

Apprentice

Level 3

Management Information Officer

**Person Specification**

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| **Job Title:** Management Information and Compliance Manager | **Grade P05** |
| **Section:**  Lifelong Learning | **Directorate:**  Children’s Services |
| **Responsible to:**  Head of Lifelong Learning | **Responsible for:**   * MI Officer * Administration Assistant |
| **Post Number/s:** | **Last Review Date:** |

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| **Person Specification Requirements** | **Assessed by**  **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Comprehensive management experience in a position using high level research methods and techniques including survey design, data collection, verification, analysis and reporting of results. | A/I |
| High level of understanding of government policies and priorities in education, particularly the area of Community Learning and Skills, and awareness of research findings in relation to inclusion, achievement and progression. | A/I |
| Significant knowledge of implementing and managing quality assurance systems and procedures. | A/I |
| Digital technologies in the context of education and skills, supporting effective marketing and communications, and maximising participation. | A/1 |
| **Experience** | |
| Extensive experience of using databases (Learner Track, PICS and especially advanced skills in Microsoft Access, Excel and VBA) to analyse complex data and present results. | A/I |
| Experience of producing high quality research reports for a range of audiences. | A/I |
| Experience of supervision, management and development of staff . | A/I |
| Experience of systems management and development functions for substantial and complex information systems. | A/I |
| **Skills** | |
| Numerate and accurate with the ability to produce and interpret complex statistical information. | A/I |
| Ability to produce financial information reports, payment invoices for subcontractors and linking this to any income received from funders. | A/I |
| Knowledge of government funding to support training and education and a demonstrable track record of constructing funding applications. | A/I |
| Demonstrable track record of developing highly effective partnerships and income generation | A/I |
| **Qualifications** | |
| A degree or other Higher Education qualification in education, statistics, computing or a related numerate or information management discipline. | A/I/C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**