



Job Description

Job Title:	Report Writer
Hours:	37 hours per week
Contract:	Permanent
Department:	Management Information Services
Reports to:	Head of MIS
Location:	Weybridge
Salary:	BRK 35 £32,000

Work Context:

The Information and Audit team is part of Management Information Services (MIS) which is responsible for the ongoing operation and maintenance of the College's information systems, ensuring that the data is accurate, reliable, meaningful and available to users when required. The team provides information in a variety of formats to a wide range of external and internal users including the Senior Leadership Team, agencies, Academic and Support Areas. This covers learner funding, applications, enrolment, attendance, retention, achievement and timetabling.

The team is responsible for ensuring the accurate enrolment of Learners, maintaining their Learning Agreement Records by reflecting any changes made by the learner on their programme of study, maintaining register data, generating the ILR and providing data required by external bodies.

Purpose of the Role:

Working as part of the MIS team, the role will provide accurate data in a variety of mediums on a timely basis for internal and external purposes. The role will lead on supporting the information needs of the College through the development and delivery of reporting services and data transfer routines, helping to develop the presentation of information through the use of information visualisation tools and techniques.

Responsibilities and Accountabilities:

1. To lead on the compilation and maintenance of the College's suite of reports which includes funding, enrolment and projected data vs College targets by curriculum area for management information and planning purposes.
2. To maintain and support systems for the extraction and secure electronic transfer of data between college systems and external systems and agencies.
3. To provide reports on information to include curriculum planning, registers, room utilisation, and funding.



4. To ensure that the College data is analysed in detail and reports are available that would support inspection and auditor requirements.
5. To highlight to the appropriate members of staff when reports show variances or discrepancies so that closer scrutiny and corrective action can be taken if necessary.
6. To provide senior managers and governors with a range of performance indicators which will ensure they are aware of the financial and other implications of management decisions in relation to Learners and the Curriculum.
7. Promote equality of opportunity and diversity in all aspects of the job and to challenge inequality and discrimination.
8. To assist the Information & Audit team in maintaining and archiving all relevant documentation to use as auditable evidence to support claims for funding and other purposes.
9. To ensure compliance with the requirements of funding bodies/internal auditors and inspectors and demonstrate the prompt resolution of any issues.
10. To understand the ESFA's current and future methodologies and the ILR return process. To keep up to date with emerging methodologies and policies and to give guidance to College staff.
11. To ensure that system and user documentation is complete, accessible and up-to-date.
12. To have an excellent understanding of relational databases and be able to extract information using advanced SQL. (e.g. dynamic SQL, compound table expression, rebuilding indexes) and display data through appropriate web interfaces
13. To ensure prompt action to data enquiries.
14. To maintain an understanding of the technical aspect of the job and keep abreast of technical development and emerging technologies and reporting strategies.
15. To contribute to a climate of continuous improvement within the team.
16. To carry out duties pertinent to the scope of the post as directed by the Management Information Services Manager.
17. Commit to the College child protection policy and promote a safe environment for children and young people learning within the College. This includes undertaking a Criminal Records Bureau check for this post.
18. Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults.
19. Promote equality of opportunity and diversity in all aspects of the job and to challenge inequality and discrimination.



20. Support the College management in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
21. Ensure compliance with relevant legislation (e.g. Data Protection Act, Copyright, etc).
22. Undertake other duties as may reasonably be expected within the scope and objectives of the post.

This role description provides an overview of the responsibilities and principal accountabilities of the role at this point in time. Your responsibilities/ accountabilities will include but will not be limited to those detailed. It is anticipated that the content of roles will evolve and change over time, providing opportunities for personal development. You are expected to be flexible in taking on responsibilities that currently fall outside of this role description, but which are commensurate with your level of seniority



Person Specification

Job Title: Report Writer/Data Analyst

Criteria		Essential/ Desirable	How assessed
Education and Qualifications	GCSE or equivalent Level 2 qualification in English and Maths	E	I
	Qualified to degree level or equivalent in a relevant subject	D	I
Knowledge and skills	Experience of analysing complex data and producing high level reports	E	A I
	Experience of enterprise level report delivery systems (MS SQL Server Reporting Services, Power BI)	E	A I
	Experience and thorough understanding of relational databases and Relational Database Management Systems including data transfers and extracts between internal and external systems.	E	A I
	Experience of advanced SQL techniques including Dynamic SQL, Compound Table Expressions, rebuilding indexes, SQL Server Import and Export Wizard, SQL Server Job Agent SSIS.	E	I
	Excellent IT skills, particularly with regard to Reporting Services, SQL databases and MS Office packages.	E	I
	Ability to write complex queries to extract data.	E	A I
	Ability to perform complex analysis of data using any of the above to produce reports.	E	I T
	Ability to work flexibly and adapt quickly and efficiently to a variety of working situations.	E	A I
	Ability to deliver under pressure and to tight deadlines without supervision, demonstrating a high level of accuracy and attention to detail.	E	A I
	Ability to plan projects and manage stakeholders.	D	I
	Communicate effectively, orally and in writing with staff, learners and external organisations as required.	E	A I

Key: A = Application Form, I = Interview, T = Test

Brooklands College

People, Performance and Development

Who we are, is what we do

How we act defines who we are. At the heart of our College is a common approach to defining 'who we are'. We are looking for people who can build this into everything they do.

Brooklands College Values help us to create an inspirational environment where everyone can flourish and are proud to be a part of. We build our values into everything we do.

Every day, the performance of our staff gives a demonstrable and lasting impact to the whole College community.

What are the values?

Respect & Compassion	Innovation	Integrity	Equality, Diversity & Inclusion
We celebrate success and bring out the best in each other. Everyone's input is valued.	We are committed to improving the College experience for ourselves and others.	We work with enthusiasm, resilience in partnership with each other to deliver the best we can.	We support and inspire everyone to reach their potential.

