

Ruskin Mill Trust (the Trust)

Job Description

Position:	Data Quality and Systems Manager
Post Reference No:	RMT10017
Field of Practice:	Transformative Leadership and Management
Grade:	10 : 11
Responsible to:	Trust Head of IT and MIS
Location:	Argent College, Brantwood Specialist School, Coleg Plas Dwbl, Freeman College, Glasshouse College and Ruskin Mill College

If you are interested in this role, please apply at:

<https://www.rmt.org/jobs/>

Job Purpose

To support the recording and reporting requirements of student and staff records, to become the expert-user in all student and staff data based information systems, including training and empowering staff in their use and coordinating a number of Colleges and Schools for developments of these systems.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

You will be required to carry out your duties at all provisions, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To act as the College or School expert on all student and staff data management systems, taking primary responsibility for the design, development and maintenance of information systems for a number of Trust provisions as agreed with the Trust Head of IT and MIS.
2. To carry out the day to day administration and management of all aspects of the College's data management systems, including creating and removing users and associated changes, taking responsibility for local statutory returns such as the ILR and School Census, and also reporting and providing systems for audit requirements to Local Authorities, financial auditors, inspectors and provision management teams. To quality assure the input and management of data, and where necessary train staff to carry out these functions effectively
3. Work as part of one collaborative team to achieve consistent practices and procedures are in place across all provisions, inclusive of all information systems and taking into account required differentiations between different types of provisions, such as College and School. This will involve working with the IT and MIS team, Senior Managers, users and their line managers in conjunction with colleagues in the Central Services to maintain consistency as part of a centralised team.
4. To identify, and in agreement with the Trust Head of IT and MIS, focus on developing subject specific areas within MIS to ensure the continual development of systems that meet the current and future needs of the Trust and keep up to date with external requirements so that any system or process changes are implemented in a timely manner, as well as ensuring ongoing consistency of data.
5. To act as support for dealing with user problems on the data management systems, including training staff to create, amend and maintain reports as requested by Users and Managers, and if possible to create automated reports that can reduce workload for others. To also act as a trainer of all database systems for all users and ensure there is effective communication about changes and updates to the systems, including procedure manuals, and system mapping, to reflect all regular activities on the systems used.
6. As directed by the Trust Head of IT and MIS; to oversee the system, security and audit functions of the systems, producing regular reports of activity on the systems and reporting any concerns of faults to the relevant party. Also, to monitor usage to ensure effective and efficient use of the systems, including ensuring that the systems are available to users on a daily basis, subject to the availability of servers and connectivity in conjunction with the Technical Services department.
7. To work with Provision Leaders, Management Teams, Users and Managers analysing data requirements, designing solutions and identifying staff members who can be given additional training in order to empower them to train others and provide support to staff. Also, to liaise with colleagues and external bodies to ensure the development of outstanding practice whilst maintaining consistency of approach and process across the Trust.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.
11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional selfdevelopment, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Data and Management Information Manager has no formal line management responsibility but may be required to supervise other staff.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment. Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Data and Management Information Manager

The following are the criteria that will be used for Shortlisting

Essential Skills and Experience:

- Good technical competence and understanding of relational databases
- Good technical competence and understanding of web based technologies
- Confident and enthusiastic user of ICT
- Ability to communicate electronic processes to a group of users
- Ability to manage use of time effectively and deal with conflicting priorities
- Ability to demonstrate high levels of discretion and confidentiality
- Experience of working within a complex organisation
- Knowledge or willingness to learn about the vision, values, purpose and method of Ruskin Mill Trust in relation to the works of John Ruskin, William Morris and Rudolf Steiner
- Adaptable and shows initiative
- High level of personal resilience
- Good communication skills

Desirable Skills and Experience:

- We are ideally also looking for someone who has any of the following skills, however training will be provided if needed.
 - Ability to write SQL queries to extract specific business data for reporting and analysis
 - Ability to use Office Automation and/or VBA to provide internal tools for analysis

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Ruskin Mill Trust	Within first 2 weeks of employment	2 week programme

Management of Actual and Potential Aggression	At first available opportunity	1 day
PREVENT training	Within 1 week of commencing role	Online about 1 hour
Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
Equality and Diversity	Within 3 months of commencing role	2 hours
Craft activities as agreed with line manager	1 year	Variable