

Ruskin Mill Trust (the Trust)

Job Description

Position:	Staff MIS Manager
Post Reference No:	RMT101232
Grade:	10:11
Field of Practice:	Transformative Leadership (Field 7)
Responsible to:	Trust Head of IT and MIS
Location:	Ruskin Mill, Nailsworth

Job Purpose

To manage the configuration, support, maintenance, development and implementation of the Trust's staff Databases / Systems.

To work with Senior Managers, College/School Management Teams and the Central Services Departments at each site to develop the Trust's databases / systems to produce robust and rigorous communications, management information and to ensure the security and stability of these databases / systems and coherence across the Trust.

To become the Trust's expert on the staff systems (Access Financials, Access Financials Operations, Access Approve, Access Expenses, Access Making Tax Digital, Access ThankQ, Access Maintain, Access Health & Safety, Access Recruit, Access Screening, Access People - SelectHR, Access Payroll - SelectPay, Access LMS, Access PeoplePlanner or any other products the Trust sees fit).

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 unique method of Practical Skills Therapeutic Education and the Seven Fields of Practice, is maintained, implemented and integrated within the provision of the College/School.

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

You will be required to carry out your duties at all Trust premises, some of which are located a distance from the main Trust 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 may 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 become the Trust's expert on all identified staff systems (Access Suite) plus any other system as required by the line manager and Trust.
2. To ensure that the systems are available to users on a daily basis, subject to the availability of servers and connectivity, in liaison with Access Support and Ruskin Mill Technical Services.
3. To carry out the day to day administration and management of all aspects of the Trusts staff systems, including creating and removing users and associated changes and train other staff to implement those systems and make those changes effectively.
4. To work with Users and Managers analysing data requirements and designing solutions.
5. To train key staff and senior managers on systems upgrades do that training can be disseminated through the relevant functions/departments/provisions within the Trust.
6. To create, amend and maintain reports as requested by Users and Managers, including the use of Crystal Reports and SQL Server Stored Procedures and Views
7. To act as the trainer of end-users and ensure there is effective communication about changes and updates to the Systems.
8. To ensure the continual development of the systems within the remit of this role to meet the current and future needs of the Trust and in line with changes to policies and procedures. This will involve working with Senior Managers, users and their line managers.
9. To document (including appropriate sign-off) all changes to system workflows and business processes.
10. To prepare costed project plans for systems developments, and to project manage internal and external resources, and consultants to deliver agreed outcomes to time and cost under guidance of the Head of MIS and IT and the Ruskin Mill Executive Team.
11. To oversee fault-logging for the student and staff systems and ensure the timely resolution to faults, where necessary referring to other internal or external expertise.
12. To maintain an up to date knowledgebase on changes to reporting requirements from external bodies so that any system or process changes are implemented in a timely manner, as well as ensuring ongoing consistency of data.
13. To oversee the system, security and audit functions of the systems, producing regular reports of activity on the systems and reporting any concerns to the relevant manager.
14. To produce procedure manuals to reflect all regular activities on the systems.
15. To monitor usage to ensure effective and efficient use of the systems and report to the Head of MIS and IT and the Ruskin Mill Executive Team on a regular basis.

16. To develop and maintain full mapping of the systems.
17. To ensure that all upgrades and system patches are implemented in timely manner.
18. To liaise with colleagues and external bodies to ensure the development of good practice.

General

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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 Limited - 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 Department. To be committed to professional self-development, 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.

Staff Management and Supervision

The Staff MIS 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: Staff MIS 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

