

### Role Profile

<b>Role Title</b>	Data and Planning Business Partner
<b>Reporting To</b>	Data, Planning & Timetabling Manager
<b>Grade</b>	Scale SO1
<b>Department</b>	Data, Planning & Timetabling
<b>Version Date</b>	February 2020

#### Role Purpose

To provide high quality support, advice and guidance on curriculum development, planning and funding to curriculum staff. To be responsible for a caseload of clients to drive improvements in data management, undertake data mining, interpret and analyse client performance and funding optimisation.

This senior post represents the data and funding interests for the whole college group. The post-holder will work across the group, across FE, HE, 14-19 cohort and commercial units.

#### Key Responsibilities

- Responsible for a case load of clients across all sites. Establish a client relationship with key curriculum staff to develop the curriculum within a framework of funding optimisation and in a manner that supports strategic objectives.
- Undertake scheduled client consultations in line with an agreed annual cycle; provide data reporting, analysis and interpretation to the satisfaction of the client. Identify issues and recommend solutions.
- Support the curriculum/business planning cycle, ensuring that clients are fully informed on issues relating to curriculum development, course planning and funding. To be responsible for staff development relating to curriculum planning.
- Undertake activities to analyse and interpret client performance against internal targets, external benchmarks and effective optimisation. Recommend methods of improvement and work with clients to implement.
- Drive improvement of data management within internal departments i.e. timeliness and accuracy, ensure that all data processes, audit requirements and SLAs are fully embedded across the Group.
- Devise and undertake internal audit mechanisms to ensure preparedness for external audit.
- Consider common systems and opportunities for improving College transactional processes to meet the requirements of the Group and external agencies.
- Technical expertise in data and funding policies. Interpret these policies, considering the impact on College processes, producing summary reports for College managers at key points.
- Compile and submit group data returns to various funding agencies.
- Support the Data, Planning & Timetabling Manager in recommending and implementing improvements to management reporting, information flow, business transactions, service level agreements and service planning.
- Support with ad-hoc data requests and undertake Group projects as and when required.
- Lead on increasing the effectiveness and efficiency of data cleansing, credibility and compliance across the Group. Conduct data cleansing routines for the whole group including setting up templates and rules. BP/Officer.
- Ensure compliance against funding policies, learner eligibility policies, ILR specification and audit guidance. Interpret any changes and amend College processes as necessary.

## **Generic Responsibilities**

- Represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College.
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the service level agreement.
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation.
- Act as a champion for change and improvement and constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities, Safeguarding and Data Protection.
- Actively promote and adhere to agreed College values.
- Promote innovation.
- Contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected.
- Participate in the College Annual Staff Performance and Development Review (ASPDR) as a reviewee.
- Undertake other duties commensurate with the job level.

### Person Specification - Data and Planning Business Partner

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Qualified to degree relevant to the role or willing to work towards	√		AF/Cert
English and maths grade A–C (or 9-4) GCSE or equivalent	√		AF/Cert
Recent CPD	√		AF/IV
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Successful track record of influencing teams to achieve service performance indicators	√		AF/IV
Experience of preparing for and undergoing funding and quality audits	√		AF/IV
Experience of data analysis and interpretation	√		AF/IV
Knowledge of the funding environment for all types of funding streams	√		AF/IV
Understanding of education and the related quality assurance processes	√		AF/IV
Project management experience		√	AF/IV
<b>SKILLS AND ABILITIES</b>			
Ability to collate, analyse, interpret and report on data	√		AT
Strong strategic vision for improving and enhancing the student experience	√		AF/IV
Ability to use Microsoft Excel and Access at a level commensurate with the job role	√		AT
Ability to deal with new concepts, particularly IT applications	√		AF/IV
Ability to meet deadlines and work under pressure to a high level of accuracy	√		AF/IV
Excellent problem solving and decision making skills	√		AF/IV
Excellent planning and organisation skills	√		AF/IV
Excellent oral and written communication skills	√		AF/IV
Excellent interpersonal and networking skills	√		AF/IV
Professional and responsive attitude and behaviour towards colleagues and clients	√		AF/IV
Ability to motivate and inspire others to reach organisational goals and deadlines	√		AF/IV
Able to develop self and others	√		AF/IV
Ability to travel between all of the College sites	√		AF/IV
Ability to work flexibly, including evening and weekend work	√		AF/IV

\*Key to how skills are assessed:

AF = Skill assessed via application form	IV = Skill assessed via interview
AT = Skill assessed via test/work-related task	Cert = Certificate checked at interview