CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE

DEPARTMENT: Office of the Chief Executive	**SERVICE GROUP: Employment & Skills**
POST TITLE: Management Information and Compliance Officer	**REPORTS TO:: Learner and Business Support Manager**
GRADE: Band 8	**SAP POSITION NUMBER :**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:

- To maintain comprehensive performance management and compliance systems across all Skills for Work funding streams including DfE, West Yorkshire Combined Authority, DWP. Analysing data and providing a contract monitoring service for all contracts held and managed within the Section.

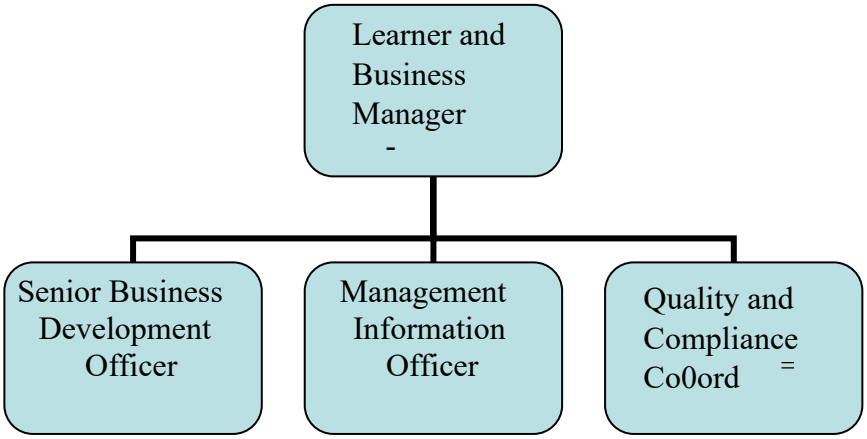
- Develop robust systems to ensure that all claims to the funding body are made within contract guidelines and to agreed deadlines.

- To work with the wider business support team to ensure all contractual requirements are understood and met by delivery partners.

Main Responsibilities of Post:

- To maintain valid management information systems to enable recording, verification and uploading of contractually required data returns
- To verify contractually required information received from delivery teams comply with evidence needs and collate the information for submission to the funding body
- To ensure preparedness of data to enable claims to be uploaded in line with prescribed funding timetables and deadlines
- To maintain and continuously monitor performance management systems across SFW projects in line with the contractual requirements.
- To analyse data and provide a contract management service to include monitoring achievements against contractual targets, key performance Indicators, reconciling data/claims with various funding bodies, document creation and contractual guidance.
- To assist the Learner and Business Support Manager in the quality improvement process, ensuring preparedness for audit by fund holders and contractual compliance
- To comply with the Equal Opportunities, Gender Equality and Sustainability policies of the two projects and the implementation of the associated plans and challenge inequality of opportunity for learners.
- To support Managers when participating in regular financial audits and quality monitoring and related problem solving.
- Work effectively as part of a team, and support service provision effectively to all sustain contract funding levels and maximise opportunities for all.
- To assist in the preparation, and submission of tenders, and negotiation and implementation of all contracts.
- To undertake any other duties as required commensurate with the post grade that will contribute to the delivery of SFW programmes and projects.

Structure:



Special Knowledge Requirement: Essential for shortlisting.	
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column	
	Essential
IT Packages Must be able to use a range of complex IT packages relating to area of work	x
Management Information and Data Administration • Essential Must be able to and have recent experience of Processing learner enrolments, amendments, withdrawals, completions and achievement records in accordance with funding and audit requirements for WYCA, DfE and DWP • Must have recent and relevant experience of Verifying and validating learner documentation, evidence and eligibility criteria for funded programmes to high compliance standards to meet all funding, compliance requirements. • Recent and relevant experience of reporting templates using **Microsoft Excel, Power BI** or other reporting tools.	x
Undertakes Structured Problem-Solving Activity Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	x
Communicate Must be able to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview: a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to. b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express	x

themselves.	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages relating to area of work	X
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	X
Knows and understands how to use, interpret, handle and communicate information	X
Demonstrates understanding of quality assurance, quality standards, compliance audit or safety assessment	X
Demonstrates understanding of data compliance within the context of project management to comply with contractual requirements	X

Relevant experience requirement: Essential for shortlisting

The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the Advanced threshold level outlined under Special Knowledge above.

Knowledge and Experience
Essential
Significant, recent and relevant experience of

- *compliance, claims and managing data to submit DfE, DWP and Combined Authority, in line with specified requirements to meet contract deadlines and contract/funding requirements*
- *the ability to work well under pressure*
- *Self-starter and works under own initiative*
- *Experience of maintaining databases and management information systems.*
- *Experience of data entry, validation and quality assurance processes.*
- *Experience of producing performance reports and statistical information.*
- *Excellent knowledge of Microsoft Excel and Microsoft Office applications.*
- *Understanding of data protection and information governance requirements.*
- *Experience of working to deadlines with high levels of accuracy.*

We are looking for someone able to work with a high level of accuracy and efficiency within a busy project team environment.

Relevant professional qualifications requirement: Essential for shortlisting

Minimum Level Two maths and English GCSE grade 4 or above
Evidence of recent and relevant - Computer literate including Microsoft Office packages and bespoke MIS systems

Desirable

- Qualification in Information Management, Data Analysis or Business Intelligence.
- Power BI, Excel Advanced or MIS-related certification.

Core Employee competencies at manager level to be used at the interview stage.

Carries Out Performance Management – covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Working Conditions:
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate accordance with the Equality Act 2010 in relation to Disability Provisions.
Special Conditions:
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

Compiled by: **SAO** **Date: June 2019**	**Grade Assessment Date:**	**Post Grade:** **TBC**