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| Service and job specific context statement | |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Adult Learning and Skills Service |
| **Post title:** | Compliance and Enrolment Officer |
| **Grade:** | Grade F |
| **Responsible to:** | Service Development Manager |
| **Staff managed:** | None |
| **Date of issue:** | August 2021 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| * The Adult Learning and Skills Service’s key priority is to deliver learning which meets the needs of local communities and businesses with a focus on apprentices, unemployed adults, those furthest from the labour market and those adults who would benefit from improvements in their Health and Well Being. In doing this it effectively contributes to the priorities of the Local Enterprise Partnership, the County Council and the funding bodies. * The Adult Learning and Skills Service is funded for learners and apprentices aged 19+, apprentices aged 16-18. Learners aged 16-18 and 19-25 with a learning disability as identified in an Education, Health and Care Plan * The service has annual funding targets and learner number targets alongside a range of other national performance measures. * In carrying out the role individuals must ensure that any advice, process and procedures are compliant with and adhere to the Education and Skills Funding Agency funding rules funding rules * The service has a mission statement to: Deliver high quality, community based learning to support adults across North Yorkshire to enhance their skills for work, personal development and improve their health and well-being * There will be a need to travel as and when necessary to work with area staff in the designated geographic location. However the effective use of technology is encouraged to assist communication * In line with NYCC’s 2020 Modern Council programme the Adult Learning and Skills Service is committed to working in cost effective innovative ways which support the needs of learners and employers * This role involves spoken and written communications so a confident use of English language is required * The Adult Learning and Skills Service (ALSS) operates within a complex framework of regulations and funding streams. |
| Job specifics |
| * To support the Adult Learning and Skills Service to maintain efficient, resilient and accurate arrangements and quality standards in respect of information management, data and reporting and associated systems. * To work closely with the Curriculum Manager to ensure that all data and funding requirements for apprenticeship are compliant, including ensuring Individual Learning Record (ILR) data matches information on the Apprenticeship Service portal. * Provide clear day-to-day support in the development and delivery of the Management Information System (MIS) Tribal EBS (EBS) * Provide advice and guidance on data, funding and compliance issues to the strategic managers * Provide regular reports to the Senior Leadership team on any operational funding compliance issues identified across the service, including quality checks of learner and course data. |

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| **Structure** |



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| Job Description | |
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| Job purpose | Using the Management Information System (EBS) this post will support the ALSS to achieve its funding targets and other strategic and operational outcomes by ensuring the effective management and flow of business critical information. |
| Operational management | * Provide clear day-to-day support and guidance in the development and delivery of the MIS (EBS) Planning, Funding and Examination functions in line with standards and expectations required to ensure compliance * Ensure all learners are enrolled correctly on the MIS (EBS) and meet all funding, eligibility and audit requirements including ensuring that there is a data match * Enrolling all learners onto the MIS (EBS) system accurately and to deadline including carrying out all learner eligibility checks * Responsibility for building and entering all courses onto the MIS (EBS) including creating course registers * Working with the Data and Exams Officers to ensure all learners are entered for the appropriate qualification * To resolve queries and problems with the recording of learner data on the management information system. Ensuring learner eligibility and entitlement rules are adhered to. * Ensuring the input of all information required to fund a learner is available and timely to have accurate recording and storage within electronic and manual systems and is updated as necessary. * Adhere to the requirements for the Learner Support Fund applications; assessing income and benefit evidence, approving instalment payment applications – following the ALSS procedures. * Updating learner records on the database as and when required and to contact learners to follow up on a learners destination after they have finished their course * Carry out learner eligibility checks for fees and funding which will involve checking passports, home office papers, benefit statements and wage slips. * Track and monitor funding for learners coming into the service reconciling this against expected funding for individual learners * Monitor and report Learning and Learner Support process including bursaries and Learner Loans * Provide advice and guidance on data, funding and compliance issues to managers * Oversee the submission of compliant ILRs to maximise all funding claims, in line with current funding regulations and meeting the relevant timeliness deadlines * Manage the continuous improvement of the MIS (EBS) process, ensuring all data is clean, valid and reliable in order to achieve error free data to upload * Provide staff training and support on funding and compliance requirements, data systems, and effective use of learner data. * Provide assistance to the service in maximising and being compliant with any changes to the funding rules and standards * Work with the Data and Performance and Business Intelligence team to consolidate and present regular monthly funding reports to the Management Team. * Be responsible for funding compliance across the service, including leading on quality checks of learner data * Maintain good working relationships with professionals from within CYPS and external agencies who are involved with the Adult Learning and Skills Service |
| Communications | * Provide detailed reports to staff on a regular timetabled basis * Provide regular area performance reports to the Senior Management team as requested * Help ensure that key agencies and front line staff have easy access to relevant information * Produce operational reports in a variety of formats, including spreadsheets and charts |
| Partnership / corporate working | * Provide support for partner organisations such as NYCC directorates and service areas, Local Strategic Partnerships, District Councils, Area Learning Partnerships, Voluntary and Community Forums, and private sector providers as appropriate, in preparing and implementing their Strategic Plans and Action Plans which support the Children and Young People’s Plan |
| Resource management | * Lead on the support required for the Management Information in order to meet funding compliance requirements. * Ensure that all recording and monitoring systems are kept up to date |
| Systems and information | * Ensure that the EBS Management Information System (MIS) is up to date with all relevant information within given timeframe * Working with the DAEO to systematically cross check all MIS and examinations information to ensure that all information is correct * Deal with issues in relation to funding compliance queries |
| Strategic management | * Contribute to groups developing policies and procedures as and when required * Have a comprehensive understanding of ALSS funding streams and service priorities in order to effectively quality assure the MIS data |
| Safeguarding | * To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate * To ensure that the services safeguarding arrangements are understood and put into operation including appropriate reporting of potential safeguarding concerns * Be responsible for promoting and safeguarding the welfare of vulnerable adults and young people that you come into contact with * Promote the governments “Prevent” initiative to keep learners safe from radicalisation. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge   * Good knowledge of adult learning and skills services * A working knowledge of data returns complying with funding regulations * High level of knowledge of funding and data regulations set by the awarding/funding organisations. | * An understanding of the regulatory framework (performance, contracts, inspections) within which adult learning services operate. |
| Experience   * Experience of working in an educational environment or publicity funded provider * Proven and effective experience of the management of information resources in a changing organisational environment * Recent experience in analysis, data, and information systems or similar fields * Experience of carrying out quality checks to meet compliance requirements * Up-to-date, relevant and substantial experience of working strategically across Management Information Systems. | * Experience of direct contact with service users * Experience of developing administrative and information management procedures |
| Occupational Skills   * Good skills in the application and use of information technology including the use of email, internet and computer software packages and in particular skills to enable the electronic inputting and tracking of learners on the services MIS system * Ability to assimilate new initiatives, technology and software and interpret information * Excellent organisational and prioritisation skills * Able to work to quality standards * Ability to lead on quality checks of learner data to meet funding requirements * Able to work to deadlines ensuring accuracy and efficiency * Able to work effectively within complex and demanding situations * Excellent ICT skills with the ability to use a variety of computer packages including MS Office, Tribal EBS, Pro-Achieve, ILR and ALSS Management information systems * Excellent communication skills including the ability to give and receive information / advice effectively to a wide range of audiences * Data analyses skills to help with reporting, monitoring and reviewing large volumes of data | * Advanced skills in MS Office applications, particularly Excel |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role   * A relevant level 3 qualification (or equivalent) or demonstrable experience of working in compliance and funding roles * Evidence of appropriate relevant CPD |  |
| Other Requirements   * Ability to travel across the County * Ability to attend meetings outside of normal business hours * The post holder will be expected to work from several locations and will need to have access to appropriate transport |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.