

JOB DESCRIPTION

JOB TITLE:	Management Information Officer - Adult Education
MANAGED BY:	Senior Data Analyst - Adult Education
GRADE:	8

BACKGROUND

The West of England Combined Authority is seeking to appoint a Management Information Officer to join the Business and skills team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player in making the West of England the best it can be for jobs, training and inward investment. We are delivering on bringing secure and fairly-paid jobs to the region, supporting people to gain new skills, and businesses facing economic uncertainty. We are building on our reputation as a region of innovation and creativity.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

Reporting into the Senior Data Analyst (Adult Education), the Management Information Officer (Adult Education) will specialise in the management and analysis of data and other intelligence relating to Adult Education provision funded by the West of England Combined Authority

They will:

- Provide accurate and consistent management information of the data relating to
- Adult Education provision delivered to residents of the Combined Authority
- Support analysis of data to underpin; allocations and funding agreements, monitoring and evaluation of delivery, payments to funded providers and performance management
- Support analysis of data to underpin and inform the Combined Authority's commissioning and management approach to Adult Education
- Support the delivery of the Metro Mayor's Priorities through Adult Education provision.

KEY RESPONSIBILITIES

1. Operate as the Management Information Officer within the West of England Combined Authority's Adult Education team.
2. Assist in the implementation and operation of systems and procedures necessary for the effective management, co-ordination and analysis of data within the West of England Combined Authority Adult Education team.
3. Undertake information management of West of England Combined Authority Adult Education delivery data including:
 - Production of routine reporting
 - Validation and monitoring of incoming data
 - Quality control of data sets
 - Maintenance of the AEB SQL database
 - Identification of, and assistance in, the resolution of gaps in data or information provision.
4. Ensure timely analysis of data relating to delivery of funded Adult Education provision to West of England Combined Authority residents.
5. Ensure that confidential Adult Education information is dealt with appropriately and that all information data is managed and used in accordance with Data Protection Legislation.
6. Produce reports which are accurate and appropriate for a range of audiences, and present these in their entirety or in summarised form as required.
7. Support the Senior Adult Education Data Analyst in analysis of data to underpin and inform West of England Combined Authority strategy and management approach for AEB.

8. Support the Senior Adult Education Data Analyst in improvement of data systems and procedures, including creating or updating supporting process documentation.
9. Support the West of England Combined Authority Adult Education team with ad hoc data requests.
10. Support the Combined Authority's external provider base with data queries.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

1. Educated to degree level in a relevant field (with a strong analytical component), or able to demonstrate equivalent experience

Experience

1. Experienced in data quality checking, validation controls and techniques
2. Experience of using Microsoft packages for processing, presenting and manipulating data
3. Experience of undertaking data analysis, including using data from a variety of internal and external sources

Skills and Competencies

1. Able to work both independently and as part of a multi-disciplinary team
2. Motivated with demonstrable experience of achieving personal objectives and contributing to the achievement of team objectives
3. Proficient in the use of standard Microsoft Office products, including Outlook, Word and Excel
4. Organised with the ability to prioritise and focus on what is important in the face of competing demands
5. Methodical in approach with good attention to detail

DESIRABLE

Qualifications and Knowledge

1. Knowledge of data governance protocols, including adherence to data quality standards and data protection legislation

Experience

1. Experience of working in a public sector organisation that allocates and awards grants / funding to private sector companies OR within the Management Information / Finance functions of a large-scale education and skills provider

2. Experience of local / central government working practices
3. Experience of using statistics or management information in the workplace
4. Experience of communicating (written and oral) with a wide range of people and of explaining technical / complex information in an easy to understand manner
5. Experience of using Power BI to create data visualisations

Skills and Competencies

1. Confident in understanding, creating and explaining complex Excel formulae
2. Training in use of geographic information systems such as QGIS
3. Ability to develop and extract data using tools such as SQL and programming languages

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities' employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, **currently £9.50 per hour**



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

