

**AMBITIOUS**
**CREATIVE**
**COLLABORATIVE**
**SUPPORTIVE**

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Management Information Officer - Adult Education
<b>MANAGED BY:</b>	Senior AEB Data Analyst
<b>GRADE:</b>	8

## BACKGROUND

### The Employer: The West of England Combined Authority

The West of England is an economic leader with an economy worth over £33 billion a year. With a population of over 1.1 million people, one of the highest rates of employment in the country, and over 45,000 businesses, the region competes on a global scale. The West of England is a place where highly-skilled people work, where ideas flourish, and where businesses grow. It's also a place that a diverse population of people call home.

The West of England Combined Authority was formed in 2017, to champion the region and drive clean and inclusive economic growth. As a result, significant powers and funding have been transferred to the region through the new Combined Authority and West of England Mayor.

Our aim is to deliver economic growth for the region and address some of our challenges, such as productivity and skills, housing and transport.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region remains a thriving, successful and innovative place to live and work. By joining the West of England Combined Authority, you will be helping us with this important work.

The West of England Combined Authority is made up of three of the local authorities in the region - Bath & North East Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the West of England Combined Authority continues to work closely with North Somerset Council. The Combined Authority also the accountable body for the West of England Local Enterprise Partnership.

The West of England Combined Authority is an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support they may need during the recruitment process.

## PURPOSE OF THE JOB

The primary purpose of this post is to contribute to the successful delivery of devolved powers and funding relating to Adult Education in the West of England Combined Authority (WECA) area by supporting the management and analysis of AEB data.

This post is focused on the following areas:

- Provide accurate and consistent management information of the data relating to WECA funded 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

## 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 WECA Adult Education team.
3. Undertake information management of WECA 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 WECA funded Adult Education provision to WECA 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 WECA's 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 WECA 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

The West of England Combined Authority staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - West of England Combined Authority employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.