

JOB DESCRIPTION

OST TITLE: JOB TITLE: Funding and Planning Manager

**GRADE: Scale 33 - 38**

1. **THE COLLEGE**

The sixth form college for South Oxfordshire and the Thames Valley, The Henley College attracts highly ambitious students from over 100 schools across Buckinghamshire, Berkshire and South Oxfordshire, thanks to its reputation, the quality of its courses and excellent transport links.

With over 40 high-achieving A Level and vocational diploma courses on offer, as well as apprenticeships and other opportunities, students are guided towards choosing the route that is right for them, taking into account their individual needs, aspirations and potential. Students are further challenged by the College’s Gifted and Talented Academy and enrichment offering, including the Extended Project and Sports Development Programme. Home to upwards of 1,800 full-time students, results are consistently high and compare favourably with more selective institutions in the area.

In 2010 Henley became the first college in the UK to be granted a change of status to become a sixth form college. It is also proud to be the only sixth form college in Oxfordshire, Berkshire and Buckinghamshire to be awarded the highest accolade in the post 16 sector, by the Department of Education.

**OUR VISION**

An outstanding sixth form college for all.

**OUR MISSION**

Supporting our students to achieve their best by providing the highest quality of academic and vocational teaching and learning.  An unrelenting focus on continuous quality improvement.  Promoting high expectations, providing excellent pastoral care, welcoming individuality and developing independence.

1. THE POST

The Funding and Planning Manager is a pivotal role across the college, providing high quality reliable data to support the college with management decision-making and provide our stakeholders with regular, timely and accurate updates, statistical analysis and management reporting, whilst utilising sector specific information and funding trends to inform future strategy. Candidates must have hands on experience in ILR's and Funding and have worked in Further Education.

The post will be responsible for ensuring effective and accurate capture, analysis and reporting of learner data, and will co-ordinate the day-to-day workload of the MIS Funding Team. The post holder will work closely with the curriculum, finance and apprenticeship teams, will be an experienced MIS specialist with up to date knowledge of funding methodologies and sector initiatives i.e. the Apprenticeship Reform.

1. **RESPONSIBILITIES AND DUTIES**

* To be the principal contact for all funding and curriculum data delivery: including data returns to all required funding/monitoring/benchmarking bodies, auditors and requests from college managers
* Maintain and develop a thorough understanding of the latest ESFA and other Funding Agencies’ Funding methodologies
* To monitor and manage income from all funding streams
* Develop and implement data collection and input processes and procedures to ensure data is held in compliance with Individual Learning Records (ILR) and audit requirements
* To contribute to the curriculum planning process and support the introduction of any changes to curriculum, maximising funding and making efficient use of resources
* To develop and maintain a master course file
* To ensure accurate and timely reports are available at short notice for OFSTED inspection or audit requirement
* To advise on education developments both strategic and operational that have implications on funding and student data management
* To assist in the selection, design and implementation of MIS systems
* Develop validation rules within the student records system that comply with funding requirements
* To produce clear, concise and accurate information to managers to assist in raising standards
* To comply with the College’s Data Protection policy in relation to the collection, use, storage and disposal of personal and/or sensitive information

1. **THE PERSON**

**Essential Skills and Characteristics**

* Experience of working within the Further Education sector
* Understanding of FE funding methodology and post-16 education sector
* Excellent communication, team leadership and organisational skills
* Experience of advanced reporting tools & excellent IT skills
* Ability to learn new technologies and methods
* Ability to work under pressure while maintaining attention to detail
* Knowledge and experience of compliance, quality, verification, auditing and reporting
* Knowledge of the funding rules, claim procedures and audit requirements for SFA, LEP and AEB
* Knowledge and experience with Ofsted and ESFA and experienced in Ofsted inspection
* Knowledge of a number of Accrediting Bodies e.g. Pearson, City & Guilds, ILM, EAL
* Experience with Student Data Management Information Systems (MIS) – such as Unit E
* Experienced in using Awarding Bodies online portals, such as City & Guilds ‘Walled Garden’

# Desirable Skills and Characteristics

* Experience of procurement of contracts – PQQs and ITTs
* Experience of ensuring compliance with DBS and Data Protection/GDPR – preferred, training can be provided
* Experience of SQL Server and Microsoft reporting tools (SSRS, Power Pivot, PowerBI)

**TERMS OF EMPLOYMENT**

**Tenure:** Permanent

**Salary: £33,042 - £38,316 per annum**

**Leave:** 28 days, plus 4 Closure Days, plus Bank Holidays.

**Hours of work:** 37 hours per week, all year.

**Pension: Local Government Pension Scheme (optional). This is an employee and employer contributory pension scheme.**

**The Henley College is an Equal Opportunities Employer.**

**The Henley College is committed to safeguarding and promoting the welfare of learners**

**and expects all staff to share this commitment. This position is subject to a satisfactory**

**Enhanced DBS check.**

May 2018