

Post Specification

Post Specification - Key Information

- **Post Title:** MIS Manager
- **Date:** September 2026
- **Post Group Number:** 8715
- **Job Family:** Organisational Support
- **Job Family Role Profile:** RT15
- **Final Grade:** 15

To be read in conjunction with the job family role profile.

Service Area Description

The Cumbria Adult Learning Service is externally grant funded and delivers Adult Skills Fund and Tailored Learning provision to around 6,000 adults a year in venues across the county including a network of Council-run buildings, schools, children's centres, employer premises, a wide range of community outreach locations and a number of independent externally subcontracted organisations. The service is focussed on provision which transforms the lives of our most disadvantaged communities, enhances employment opportunities for low skilled residents and meets the needs of local employers.

The service's offers a wide range of non-accredited and accredited provision up to Level 2 including: English; Maths; Digital Skills; ESOL; Employability; LLDD and High Needs; Family Learning; Health and Wellbeing; Greener Curriculum; Arts and Craft.

Purpose of this Post

- Lead, manage and develop the service's Management Information Systems (MIS), funding compliance, examinations and assessments.
- Ensure all provision is accurately recorded, evidenced and submitted whilst ensuring audit-ready compliance in line with requirements.
- Act as the strategic lead for data, reporting, and examinations, ensuring systems and processes meet statutory, awarding body and council requirements.
- Provide strategic support to the Business and Information Manager surrounding the legal and procurement requirements involving subcontracting, acting as the first point of contact for the service to all subcontractors.

Key Job Specific Accountabilities

1. Manage the service's Management Information System (MIS) databases to ensure the accuracy, availability and accessibility of all learner and course data required for the effective and efficient management of the service on a day-to-day basis.
2. Maintain accurate records of all course, learner and examination/accreditation data and work closely with delivery colleagues and external partners to achieve this.
3. Be responsible for the management and storage of electronic and paper records.

4. Produce accurate and timely statutory returns, including Individualised Learner Record (ILR) submissions and funding claims, to Department of Education, Cumbria Combined Authority and other external bodies.
5. Advise the service on funding, including the implications of changes to funding rules, ILR specifications, awarding-body requirements and Additional Learning Support (ALS).
6. Provide expert guidance to managers on internal and external funding methodology, data requirements and the optimisation of achievement, retention, progression and destination outcomes to support curriculum planning and to reach performance benchmarks and KPIs as recommended by the postholder.
7. Produce timely, accurate and accessible data reports and funding information to enable service managers to plan curriculum and delivery, monitor performance and improve quality.
8. Work closely with the Funding Monitoring Lead to enable service managers to effectively plan and manage budgets through accurate and timely funding information and data reports, and to enable the Director of Finance to submit accurate and timely funding claims and Use of Funds statements.
9. Plan and manage the workload of the MIS team to ensure timely and accurate input of enrolment and other data to the service MIS system.
10. Lead on compliance with the Data Protection Act throughout the service, ensuring that all staff and partners have access to guidance documents and clear processes and procedures.
11. Develop, maintain and disseminate procedures manuals for all data requirements and best practice.
12. Manage the production of course details on the council website.
13. Manage all data audits on behalf of the service and ensure that systems are in place to validate the accuracy and integrity of data.
14. To fully support MIS users across the Service by ensuring that reporting systems are reliable, accessible and fit for purpose, including providing in-house training for staff in the use of MIS systems and other related computerised systems as appropriate.
15. To liaise with the central ICT Services team to ensure that the service's computerised funding and MIS systems are managed and maintained effectively.
16. To be the lead contact for the Service in respect of Freedom of Information requests and Data Protection matters in accordance with the County Council's policies.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** Responsible for the production, monitoring, and accurate reporting in excess of £2.4 million of funding.
- **Staff Management Responsibilities:** Exams and Compliance Officer, Business Support Officers (MIS)
- **Other:** N/A

Essential Criteria

- **Qualifications:**
 - Degree or HND in a related discipline e.g. Business/IT Systems.
 - Maths and English at GCSE Grade C or above (or equivalent).
- **Knowledge:**
 - Thorough understanding of the data requirements of funding agencies and awarding organisations.
 - In depth understanding of Data Protection Act requirements.
- **Experience:**
 - Substantial experience of using student records systems and databases.
 - Substantial experience of a range of specialist MIS software systems used in the FE sector, including funding agency software (FIS, DSAT).
 - Substantial and recent experience of interrogating FE and adult learner records.
 - Substantial and recent experience of submitting funding returns to external agencies.
- **Expertise:**
 - Effective leadership skills.
 - Excellent inter-personal and communication skills.
 - Excellent time management and organisational skills.
 - Able to form and maintain effective working relationships both internally and with external partners.
 - Ability to write and maintain complex database reports and produce dashboards using SQL Studio and PowerBi solutions.
 - Excellent IT skills - the ability to maintain html code would be advantageous.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Basic Check

Job Working Circumstances

- **Emotional Demands:** Normal
- **Physical Demands:** Normal
- **Working Conditions:** Post is based in Penrith with some travel around the county.
- **Other Factors:** None