

Job Description: Data and Administration Manager

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

| JOB DESCRIPTION | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job title: | Data and Administration Manager |
| Service: | Commercial Services |
| Team: | Waverley Training Services |
| Location: | Farnham Memorial Hall, Babbs Mead, West Street, Farnham Surrey GU9 7EE |
| Reporting to: | Waverley Training Services Centre Manager |
| Responsible for: | Administration Team and DfE/ESFA Contractual Compliance |
| OUR ORGANISATIONAL VALUES | |
| Openness | In Waverley we value openness and honesty where communication is clear and constructive , and actions are transparent . |
| Excellence | In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success . |
| Fairness | In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available. |
| Team Work | In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals. |
| Taking Ownership | In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome |
| PRINCIPAL PURPOSE OF THE ROLE | |
| <ul style="list-style-type: none"> Overall responsibility for administration (including data and financial) functions within Centre. | |

MAIN DUTIES AND ACCOUNTABILITIES

Administration/Management

- A full time role with overall responsibility for the data and administration functions within the centre.
- Ensuring that the office is covered between 8am and 4pm.
- Arranging and carrying out 121's with all members of the administration team on a monthly basis.
- Arranging and carrying out the administration team meetings on a monthly basis.
- Ensuring accurate and compliant paperwork is produced for all contracts.
- Sample auditing paperwork at the start of Learner's qualifications, during the Learner journey and when they finish.
- Attend meetings as required – these include administration team, full team and SMT meetings.
- Ensuring the annual review of all Waverley Training Services' policies is managed appropriately and in a timely manner.

Data & Contractual Compliance

- Holding and maintaining in depth knowledge of all DfE and ESFA funding rules for all programmes.
- Demonstrating full understanding of all DfE and ESFA funding rules for all programmes.
- Understanding of contracts and contractual requirements, reading documentation, attending conferences and liaising with staff.
- Ensuring the MIS system is kept up to date with accurate records for data reports, funding claim and producing management information as needed.
- Processing purchase orders and invoices for suppliers and Employers in line with organisational procedures.
- Auditing of all paperwork to ensure compliance.
- Ensuring claims to funding body are submitted without errors by the deadline
- Assisting the Centre Manager with financial and budgeting information and liaising with Waverley Finance Team as required.
- Co-ordinating, organising and managing external and direct delivery of exams.
- Ensuring the Apprenticeship digital account is updated and managed in a timely manner to ensure monthly funding claims are accurate.
- Ensuring the Apprenticeship Accountability Framework is monitored against our internal MIS for consistency and accuracy of data.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

DIMENSIONS OF THE ROLE

- Waverley Training Services contracts with the Department for Education and the Education & Skills Funding Agency and are reviewed annually. This role is responsible and accountable for compliance through accurate completion of paperwork and funding claims in accordance with agreed timeframes.
- Waverley Training Services are open to audits by the Department of Education and Education and Skills Funding Agency. This role is responsible for ensuring compliance error rating is below the allowed threshold for all programmes where funding is claimed against.
- Waverley Training services are required to hold and maintain the Matrix accreditation. This role is responsible for providing information, advice and guidance to the required standard

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The post holder is responsible for management of and decisions associated with line management of administration / reception staff.
- The post holder is responsible for ensuring the management information system is fit for purpose and all reports and claims are completed on time and accurately.
- The post holder is accountable for all funding compliance.

PLANNING/ORGANISING/CONTROLLING

- Ability to manage one's own workload as well as managing others
- Ability to manage a multitude of tasks
- Ability to present to SMT and Management Board.

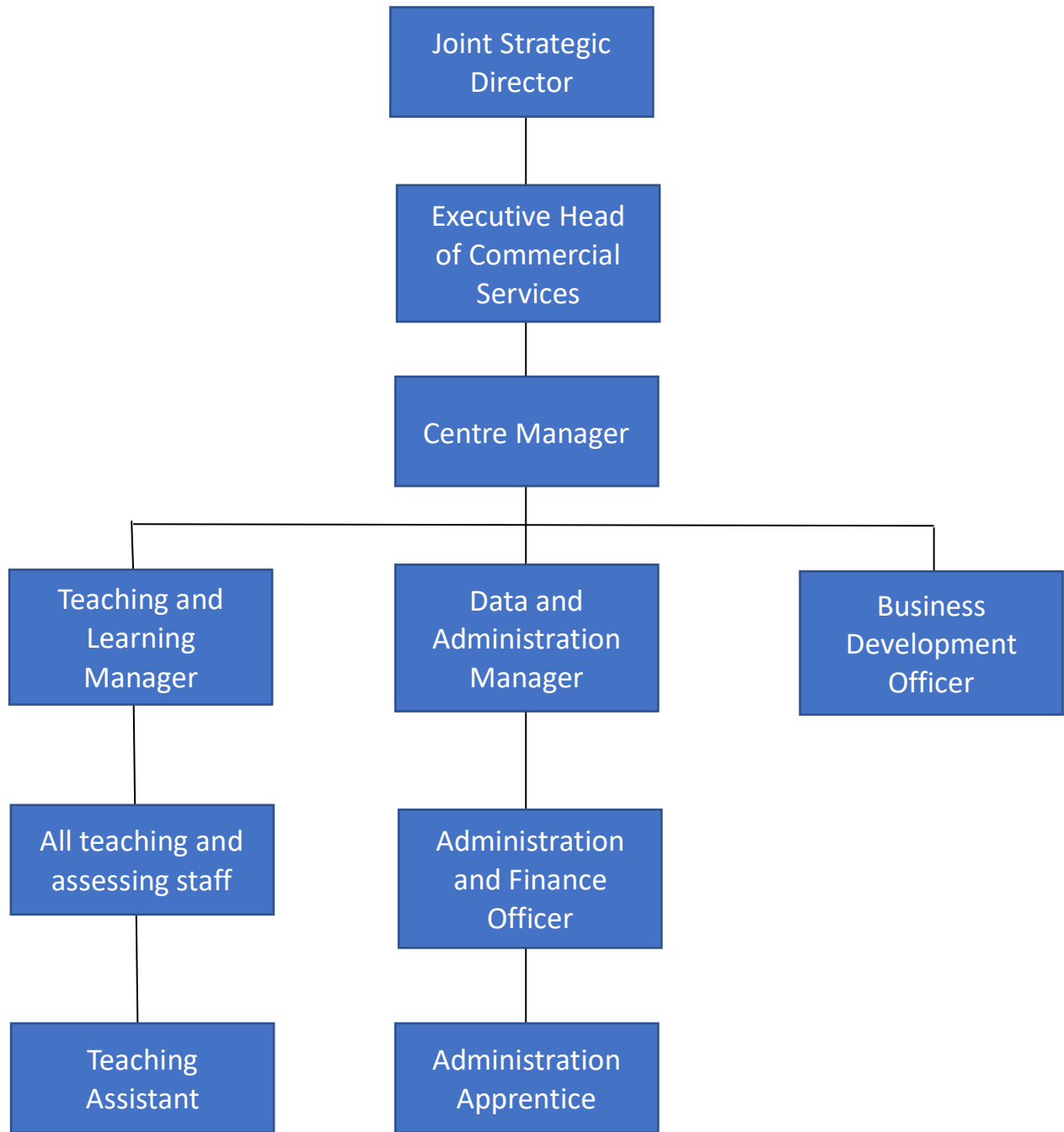
CUSTOMERS AND CONTACTS

INTERNAL

- Waverley Borough Council staff
- Waverley Training Services Governance Board

External

- Learners
- Department for Education
- Education & Skills Funding Agency
- Awarding Organisations (AO)
- End Point Assessment Organisations (EPAO)
- OFSTED
- Matrix
- Employment services
- Employers
- Parents and/or Carers
- Other training providers



PERSON SPECIFICATION

Candidates must be able to fully demonstrate all essential criteria within their application form to be shortlisted for this role.

| PERSON SPECIFICATION | | | | |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------|--------------|
| | ESSENTIAL CRITERIA | HOW ASSESSED | DESIRABLE CRITERIA | HOW ASSESSED |
| QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE | GCSE English and Maths or equivalent (Grades A*-C or 9-4) | A/C | Level 3 Administration or Management qualification or a willingness to work towards one. | A/C |
| KNOWLEDGE /TECHNICAL SKILLS | Excellent computer skills including database management. | A/I | Safeguarding qualification or a willingness to work towards one. | A/I |
| | Excellent attention to detail. | A/I | Knowledge and/or experience of Ofsted | A/I |
| | Auditing experience | A/I | | |
| | Experience of using PICS within a work-based learning organisation. | A/I | Knowledge of contractual compliance with the Department for Education and the Education and Skills funding Agency | A/I |
| | Experience of using and analysing PDSAT and FRM reports to present data. | A/I | | |
| | Experience of contractual compliance with the Department for Education and the Education and Skills funding Agency. | A/I | | |
| COMMUNICATION | Ability to communicate at all levels. | A/I | Marketing experience | A/I |
| | Knowledge of modern communication platforms and the ability to use them. | A/I | | |

| | | | | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--|--|
| <p>CUSTOMER SERVICE</p> | <p>Understanding of and commitment to promoting equality and diversity in service delivery and employment.</p> <p>Experience of providing excellent customer service to both internal and external customers.</p> | <p>I</p> <p>I</p> | | |
| <p>TEAM WORKING</p> | <p>Experience of managing a team and a “can do” attitude to get the job done.</p> <p>Ability to motivate and develop a team.</p> | <p>A/I</p> <p>A/I</p> | | |
| <p>MANAGING SELF AND OTHERS</p> | <p>Be a self starter and be able to prioritise what needs to be done.</p> <p>Be able to manage your own workload.</p> <p>Experience of managing a small but essential team.</p> | <p>A/I</p> <p>A/I</p> <p>A/I</p> | | |
| <p>CAN DO APPROACH / ACHIEVING RESULTS</p> | <p>Ability to be flexible and to participate in all types of project work.</p> <p>Ability to work effectively with minimum supervision.</p> | <p>A/I</p> <p>A/I</p> | | |
| <p>ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST</p> | <p>Enhanced DBS check.</p> <p>For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop, or tablet.</p> | <p>D</p> <p>A</p> | | |

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

Disclosure and Barring Service

Due to the nature of the work, this post involves a check on an individual's criminal background. The check is carried out through the Disclosure and Barring Service (DBS, previously CRB). Any offer of employment will be subject to receiving satisfactory clearance from the Disclosure and Barring Service.

| | | | |
|----------------------------------------|----------------------------------------------------------------|----------------------------------------------------------|--------------------------------------|
| For Official Use only | | | |
| Job title: | Data and Administration Manager | Post no: | AC31 |
| Service: | Commercial | JE score: | 308 |
| Team: | Waverley Training Services | Pay band: | 7 |
| Location: | Waverley Training Services Farnham Memorial Hall GU9 7EE | Position type: (if part time, working pattern) | Full time 37 Hours/ Five day week |
| Competencies: (level 1 – 4) | Communication: | 3 | |
| | Customer Service: | 3 | |
| | Team Working: | 3 | |
| | Managing Self and Others: | 3 | |
| | Can do approach/Results | 3 | |
| REVIEWED BY: | | DATE: | |
| CHECKED IN: | HR | DATE: | |
| LAST UPDATED: | February 2024 | DATE: | |