**ROLE DESCRIPTION**

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| **General Details** |
| **Job Title** | **Data & Reporting Developer** |
| **Vacancy Number** | **VN1144** |
| **Department** | IT |
| **Reporting to** | **Lead Data and Reporting Developer** |
| **Responsible for**  | **No direct reports** |
| **Place of work** | **Telford College** |
| **Tenure** | **Permanent** |
| **Hours/FTE** | **37 hours per week** |
| **Salary** | **£36,277** |
| **Terms & Conditions** | **Business Support** |
| **DBS** | **Enhanced**  |

## Our Vision 2026: *“To be an outstanding educational provider for our community, ensuring that students achieve positive outcomes aligned to high aspirations, and through collaborative engagement, support employers to have the required skills to develop and grow their workforce.”*

## The Role

The purpose of this role is to:

* Play an active role in the development and maintenance of the College’s data systems.
* Support in creating and supporting reports, datasets, and integrations that enable data-driven decision-making across the organisation.
* Collaborate with colleagues across departments to ensure the accuracy, accessibility, and efficiency of key data processes.

## Main Duties and Responsibilities

The successful applicant will be expected to:

* Support the develop and maintain datasets, reports, and dashboards using tools such as SQL Server, SSRS, and Power BI.
* Actively take part in designing and implementing data solutions that meet the requirements of internal stakeholders, ensuring outputs are accurate, timely, and user-friendly.
* Assist in managing and updating the College’s data warehouse, ensuring the accuracy and integrity of stored data.
* Support the creation and maintenance of automated data transfers between systems, helping to ensure consistency and reliability across platforms.
* Monitor and maintain the security, integrity, and confidentiality of data systems, ensuring appropriate access controls, data quality checks, and compliance with relevant policies and regulations.
* Support the development of workflows and forms to streamline data collection and improve efficiency for end users.
* Collaborate with key users to understand data needs, gather specifications, and develop fit-for-purpose reporting and integration solutions.
* Regularly review existing reports and processes, identifying opportunities to enhance performance and usability.
* Contribute to the implementation and support of new systems and software integrations, ensuring compatibility with existing architecture.
* Maintain clear and accurate documentation for systems, reports, and processes.
* Provide support for the preparation of statutory or funding-related data submissions (e.g. ILR, claims) as required.
* Assist in responding to ad-hoc data and reporting requests across the College.
* Ensure all work is undertaken in line with data protection regulations and best practices for data security (e.g. GDPR).
* Stay informed of new technologies and contribute to the continuous improvement of the College’s data and digital systems.
* Participate in wider College activities such as enrolment and open events, and provide support to the IT and MIS teams as needed.

**Other Corporate Responsibilities**

* Reflect the vision, mission, aims and values of the College.
* Always strive for continuous improvement in your professional practice and delivery of outcomes.
* Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
* Participate in the College’s Performance Development Review and engage in continuous professional development.
* Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
* Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
* Be compliant with Data Protection Act arrangements and confidentiality.
* Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post’s sphere of responsibility and to define and take positive action to manage these risks.
* Carry out such other duties as may reasonably be required from time to time.

*This role profile is current as the date shown. It is liable to variation to reflect changes in the role.*

**PERSON SPECIFICATION**

**EVIDENCE KEY**

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| --- | --- |
| **A =** | Application |
| **I =** | Interview |
| **C =** | Certificate |
| Or a combination |

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|  | **Essential** | **Desirable** | **Evidence** |
| 1. Degree or equivalent experience in a relevant field (e.g. Computer Science, Information Systems, Mathematics)
 |  | ü | A/I |
| 1. Experience using SQL Server Management Studio and writing SQL queries
 | ü |  | A/I |
| 1. Proven ability to design and deliver reports and dashboards using Power BI, SSRS, or similar BI tools
 | ü |  | A/I |
| 1. Understanding of data warehouse structures and data modelling concepts
 | ü |  | A/I |
| 1. Experience developing user-focused reporting or data solutions working with large and complicated datasets
 | ü |  | A/I |
| 1. Experience of automated data integration and transfer between systems
 |  | ü | A/I |
| 1. Familiarity with systems such as ProSuite, Tribal EBS or other MIS platforms
 |  | ü | A/I |
| 1. Knowledge of GDPR, access control, and secure data handling best practices
 | ü |  | A |
| 1. Strong attention to detail and commitment to data quality and consistency
 | ü |  | A/I |
| 1. Demonstrated ability to work independently and manage competing tasks and priorities
 | ü |  | A/I |
| 1. Strong knowledge of Microsoft 365 applications including Excel, Word, Outlook, and Teams
 | ü |  | A |
| 1. Experience working in an educational, public sector, or similarly regulated environment
 |  | ü | A |
| 1. Understanding of and commitment to equality, diversity, and inclusion
 | ü |  | A/I |
| 1. Level 2 qualification (GCSE A\* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College
 | ü |  | A |

**ADDITIONAL INFORMATION**

**Conditions of Appointment**

All Appointments to the College are subject to:

* Verification of relevant qualifications
* Receipt of references considered suitable by the College
* Verification that you are legally permitted to work in the United Kingdom
* Disclosure & Barring Service (DBS) Checks

The College’s policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

**Equality and Diversity**

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

**Safeguarding**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Location**

The postholder will be required to carry out their duties on any of the College premises.

Our vision

*“To be an outstanding educational provider for our community, ensuring that students achieve positive outcomes aligned to high aspirations, and through collaborative engagement, support employers to have the required skills to develop and grow their workforce.”*

