Job Title: CIS Analyst / Developer

Department: Education – Highlands College

Division: CIS

Reports to: Associate Principal for Student Records & Development

JE Ref: CYP1095

Grade: CS08   **JE Date:** 31/08/2022

Job purpose

To assist in the daily operation, management and development of the College Information Systems in relation to student records. Developing and maintaining KPI and ad-hoc reports for
management information. Developing new systems in support of college data requirements as
directed by the line manager.

Providing timely, accurate, high quality and robust analysis which influences decision making
and service improvements. To enable, promote and support the effective use of data, information, knowledge and technology to support and improve service delivery. The post-holder is expected to have or to develop expert working knowledge of the business area.

Job specific outcomes

- To maintain system access and permissions for all users.

- To monitor workflow logs and processes to ensure optimal network and system efficiency.

- To develop new and maintain existing system reports for KPI data and BI dashboards using inbuilt reporting tools; SSRS, MS Report Builder, SQL, Data Miner, etc as appropriate.

- To liaise with supplier helpdesk to resolve any issues arising with third party software systems associated with the College databases and student records.

- To assist with systems development to provide solutions for academic and support service functions such as application, admissions, student reports, etc in liaison with relevant stakeholders.

- To assist with the installation of software and peripherals used by the College in relation to CIS.

- To provide training and guidance documentation on the use of CIS related systems
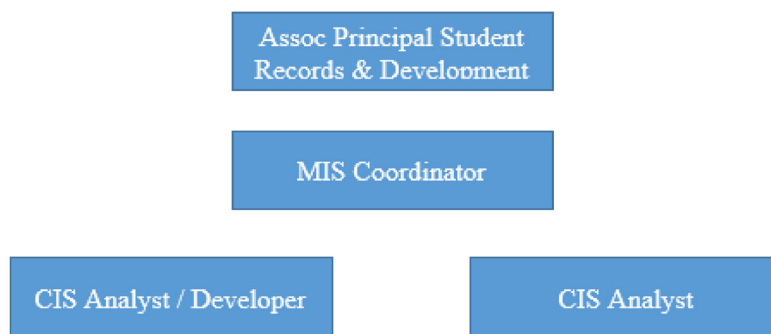
- To keep up to date with the latest technologies within the sector and provide recommendations to the Associate Principal for Records and Development.

- Ensure that data security and confidentiality is maintained in accordance with legal, Government of Jersey policy and best practice standards; liaise with the designated DPO to ensure compliance and address issues of non-compliance to minimise risk of data breaches.

- To attend relevant training programmes in relation to CPD.

- Any other reasonable requests, commensurate with the post and grade, as directed by the Associate Principal for Records and Development

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must <u>not</u> be included only post titles)

Assoc Principal Student Records & Development

MIS Coordinator

CIS Analyst / Developer

CIS Analyst

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Level 3 IT qualification GCSE English & Maths (Grade 4-9 / A*-C)	Educated to degree level in a subject with a significant numerical component and/or have proven analysis skills gained through work experience
Knowledge	An in-depth understanding of information flows. Competence in data mining and analysis. Good understanding of information systems and data, and how these are used to provide management information and support benchmarking. Understanding of how data and analysis can be used to improve service performance and outcomes. Working knowledge of systems development processes	Knowledge of educational database systems
	Ability to analyse data, identify trends, identify	

Technical / Work-based Skills	issues and provide insights and recommendations to improve working practices and data quality, with a particular focus on the relevant business area of the post. Use of Microsoft Office suite (Excel, Word, PowerPoint etc) and other industry standard report writing tools (e.g. SQL, SSRS, SSMS, PowerBI) to deliver quality outputs including dashboards and scorecards. Ability and drive to learn how to use new business intelligence reporting programmes/ software. Demonstrable initiative/skills to identify solutions to meet the informatics needs across the service collating information across multiple business systems. Knowledge of project management principles and processes, with an understanding of how these can be applied.	
General Skills/Attributes	The ability to work individually and as part of a team. To have excellent communication skills, both written and verbal with the ability to communicate technical information to non-technical staff.	

	To be self-motivated and possess strong analytical skills for problem solving. Exceptional attention to detail.	
Experience	Experience working with complex datasets. Experience of managing a workload with often changing priorities. Experience working in the public sector and/or the business area of the role (e.g. CYPES – Education)	
Criteria relating to Safeguarding	To have an understanding of the College safeguarding policy	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier core accountabilities, attributes and behaviour indicators.