

Role Description and Person Specification

Title	Director of MIS and Exams
Area / Location	Management Information Services (MIS) and Examinations Office Based. There is an expectation that this role is delivered wholly on site. Your chief place of work will be at the Weymouth Campus, but you may be required to work on either a temporary or an indefinite basis at any premises which the College currently has or may subsequently acquire or at any premises at which the College may from time to time provide services. Currently these locations include Weymouth Campus, Weymouth and Kingston Maurward Campus, Dorchester.
Responsible to	Vice Principal Curriculum and Quality
Effective Date	ASAP
Salary	Highly competitive
Hours	37 hours a week

Role Description
Overview
<p>The Director of MIS and Exams is a senior leadership role that provides strategic oversight and operational management of both the Management Information Services (MIS) and the Examinations functions at Weymouth and Kingston Maurward College. The role is designed to ensure that the College's data systems, business intelligence, funding compliance, and examination processes are fully aligned with institutional goals and regulatory requirements. The post holder is charged with delivering high-quality, accurate, and timely information that supports curriculum planning, student performance, and overall College effectiveness. This position plays a pivotal role in driving innovation in data management and exam administration, ensuring that both areas contribute seamlessly to the College's strategic objectives.</p>

Main Responsibilities
<p>Key Responsibilities</p> <p>Strategic Leadership & Operational Excellence</p> <ul style="list-style-type: none"> • Develop and Execute Strategic Vision: <ul style="list-style-type: none"> ○ Formulate and implement a comprehensive strategy for the MIS and Examinations functions. Ensure that both domains align with the College's broader strategic objectives, responding proactively to changes in the FE/HE and regulatory landscapes. • Policy and Process Development: <ul style="list-style-type: none"> ○ Lead the development and continuous improvement of robust policies and procedures that govern data management, business intelligence, funding compliance, and examination administration. Ensure that these policies meet all statutory, regulatory, and internal standards.

Main Responsibilities

- **Innovation & Continuous Improvement:**

- Drive the adoption of innovative reporting solutions, digital transformation initiatives, and advanced analytics tools to enhance the efficiency and effectiveness of both MIS and Exams. Promote a culture of continuous improvement by regularly reviewing processes and implementing best practices.

Funding, Compliance & Data Management

- **Funding Compliance and Data Accuracy:**

- Oversee the preparation, validation, and submission of data returns to funding bodies (e.g., DfE and OfS.) ensuring strict adherence to compliance requirements. Monitor changes in funding regulations and implement strategies to maximize the College's funded income.

- **Data Integrity and Business Intelligence:**

- Develop and maintain a comprehensive Management Information System that integrates data across finance, curriculum, and student services. Utilize business intelligence tools to produce dashboards and reports that provide actionable insights to senior management, enabling data-driven decision-making.

- **Audit and Assurance:**

- Lead both internal and external audits related to funding, data management, and examination processes. Ensure timely follow-up on audit recommendations and continuously enhance the College's systems to meet evolving regulatory demands.

Examinations Leadership & Management

- **Examination Process Oversight:**

- Provide strategic leadership and management of the Examinations team. Develop and maintain examination policies, procedures, and systems that ensure the smooth administration of assessments and examinations across the College.

- **Examination Quality and Integrity:**

- Ensure that all aspects of the examination process, including scheduling, invigilation, and results processing, are executed to the highest standards of accuracy, security, and compliance with external regulatory bodies.

- **Technology Integration:**

- Work in collaboration with IT and other departments to integrate technology solutions that streamline exam administration, from digital assessment platforms to secure data handling processes. Ensure that exam-related systems are updated, secure, and capable of meeting the College's growing needs.

Team Leadership and Cross-Departmental Collaboration

- **Line Management:**

- Provide effective leadership and management for two critical teams: the MIS team and the Examinations team. Set clear objectives, monitor performance, and support professional development to ensure that both teams deliver excellence in service.

- **Team Development:**

- Foster a collaborative and high-performing environment through regular team meetings, performance reviews, and targeted training programs. Encourage cross-functional collaboration to share insights, streamline workflows, and address challenges collectively.

- **Stakeholder Engagement:**

Main Responsibilities

- Act as a key liaison between the College's senior leadership, curriculum teams, finance, and external bodies. Facilitate regular communication and training sessions to ensure that all stakeholders are well-informed of policy changes, technological upgrades, and strategic shifts affecting both MIS and exam functions.

Operational Management & Support Functions

- **System and Process Oversight:**
 - Supported by the IT team, oversee the maintenance and upgrade of management information systems ensuring minimal disruption to College operations.
 - Oversee the integration of data systems. Develop and monitor Service Level Agreements (SLAs) that define performance benchmarks for the MIS and Examinations functions.
- **Resource and Budget Management:**
 - Collaborate with the Finance team to manage budgets for both departments. Ensure that expenditures are aligned with strategic priorities while maximizing the cost-effectiveness of technological and human resources.
- **Regulatory and Safeguarding Responsibilities:**
 - Ensure that all MIS and examination processes comply with GDPR, data protection laws, and safeguarding policies. Lead by example in maintaining the highest ethical standards and protecting the welfare of students and staff.
- **Crisis and Change Management:**
 - Prepare for and manage unforeseen challenges such as exam disruptions, system failures, or compliance issues. Develop contingency plans and lead crisis management initiatives to safeguard the College's operational integrity.

External Engagement and Representation

- **Sector Leadership:**
 - Represent the College at sector-specific forums, conferences, and networking events. Stay abreast of industry trends, regulatory updates, and technological advancements in both MIS and examination management.
- **Vendor and Partner Management:**
 - Oversee relationships with external vendors and service providers. Alongside IT senior management, ensure that all MIS and exam-related systems and services meet the College's quality and performance standards.
- **Reporting and Analysis:**
 - Regularly present comprehensive reports and analyses to the Senior Management Team and relevant committees. Highlight emerging trends, strategic opportunities, and potential risks related to data management and examination processes.

Key Competencies

- **Strategic Vision:**
 - Ability to design and implement a forward-thinking strategy that aligns MIS and examination functions with the College's overall goals.
- **Leadership and People Management:**
 - Demonstrated expertise in leading multiple teams, mentoring staff, and driving performance improvement initiatives across diverse operational areas.
- **Analytical Acumen:**

Main Responsibilities

- High proficiency in interpreting complex data sets, developing business intelligence dashboards, and making evidence-based recommendations to support decision-making.
- **Communication and Interpersonal Skills:**
 - Exceptional verbal and written communication skills, capable of presenting detailed and technical information to varied audiences, from board members to operational teams.
- **Project and Change Management:**
 - Proven ability to manage large-scale projects, navigate change effectively, and ensure the successful delivery of strategic initiatives within set timelines.
- **Technological Proficiency:**
 - Advanced knowledge of MIS systems, business intelligence tools (such as Power BI), and examination management software. Comfortable working with SQL, data warehousing solutions, and digital assessment platforms.
- **Attention to Detail and Compliance Orientation:**
 - Meticulous focus on accuracy, detail, and the rigorous adherence to compliance and regulatory frameworks across all operational areas.

All Staff: General Responsibilities and Expectations:

- Promote the safeguarding and welfare of all.
- Be aware of college policies and updates available through the College intranet.
- Drive and participate in the College performance management process.
- Comply with the College's Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- Contribute to cross-college events supporting and promoting the College and the provision.
- Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices.
- Attend and contribute to cross-College meetings/forums.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Manage and minimise risk within all areas of responsibility.
- Adopt and promote employee values and behaviours working within the Staff Code of Conduct.

Note: This job description sets out the main responsibilities for the post, however, it is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification		
Qualifications	Essential	Desirable
4 GCSE's at grade A – C including English and Maths	✓	
A postgraduate qualification in data management, education leadership, or a related field		✓
Experience and Knowledge	Essential	Desirable
Substantial experience in a senior MIS role, with demonstrable expertise in managing large-scale data systems and funding compliance within an FE or HE environment	✓	
Proven experience in managing an examination's function, including process design, operational oversight, and regulatory compliance	✓	
Strong track record of leading and developing high-performing teams within a complex, multi-faceted organizational structure.	✓	
Advanced proficiency in modern MIS systems, business intelligence tools, and examination management software	✓	
Deep knowledge of FE and HE funding methodologies, including DfE and OfS	✓	
Experience with software and tools such as ProSuite, Power BI, and secure digital exam platforms		✓
Demonstrated experience in project management and system integrations within large educational institutions		✓
A proactive approach to staying updated on evolving regulatory requirements and technological advancements in both data management and examinations		✓
Skills and Abilities	Essential	Desirable
Strong leadership and people management capabilities, including the ability to inspire and develop teams		
Resilience, adaptability and the ability to manage competing priorities		
Ability to travel to all campus locations for meetings, events, training etc.		
Ability to provide duty manager cover	✓	
Excellent communication and relationship-building skills with employers, stakeholders and staff.	✓	
A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.		
Ability to work flexibly and adapt to changing priorities, including occasional evening and weekend commitments during peak periods, such as examination sessions.	✓	
Proven ability to engage effectively with internal and external stakeholders, fostering partnerships that drive the College's strategic objectives	✓	
Ability to work well under pressure	✓	
Strong work ethic and ability to work in a dynamic environment		
Natural problem solver who maintains a positive attitude in challenging situations.	✓	
Other	Essential	Desirable
Clean, UK driving license with own car	✓	