JOB DESCRIPTION

POST TITLE: STUDENT INFORMATION MANAGER

RESPONSIBLE TO: HEAD OF DIGITAL TRANSFORMATION

**JOB PURPOSE
& OBJECTIVES:**

Responsible for the Student Information Advisors to provide up-to-date, accurate and relevant information for all students in the college throughout the learner journey.

Prepare required returns for external bodies and provide advice and support to stakeholders, ensuring compliance with legislative and business requirements through collaboration with curriculum and student information staff.

Principal Tasks:

- Supervision of departmental staff, including dealing with routine staffing issues that may arise within the department.

- To be responsible to the Head of Digital Transformation to ensure the smooth running of the department's services for the student journey (Student Entry to Graduation)

- Support departmental projects to meet strategic targets and ensure processes, systems, and practices comply with legislative and business requirements, including providing training and support on Student Information systems.

- Responsible for the preparation of standard returns to external stakeholders e.g. SFC, SQA, Student Loans, Skills Development Scotland, City & Guilds, SAAS etc.

- The delivery of high-quality management information, reports and analysis using data captured and integrated from multiple systems. Support Curriculum Staff with the submission of Student Information.

- Take an active role in OM/CM and other cross-college meetings; initiating and delivering reports as considered appropriate and relevant to the work of the Department and College.

- To line manage the department team to ensure good work practices, good level of customer service and policies are being followed and can be evidenced in yearly audits on the department.

- To organise and chair the various departmental briefing and project briefings

Main Duties:

- Support the Head of Digital Transformation with departmental staff, including dealing with routine staffing issues that may arise within the department.
- Supervise the work of the departmental team ensuring that they work co-operatively with staff across the college.

- Liaise with and support Curriculum and Student Information staff to ensure accurate and up-to-date information for external returns, assist with curriculum planning processes, address staff and student queries on information systems, certification, and funding, and resolve data submission issues with external stakeholders.

- Prepare and distribute reports for stakeholders, and run data checks to ensure accuracy for awarding body and funding returns, liaising with Curriculum Staff as needed.

- Contribute to the design, development and testing of solutions and enhancements to student records related systems, the college portal and online modules.

- Produce and submit returns to all external bodies including those listed in Principal Tasks above. Provide administrator level support to systems which facilitate the preparation and submission of external returns, e.g. ILA/SLC/SQA/SFC(FES).

- Provide training and support, as required, to all staff, in relation to College Student Information and any related Information Systems. Assist in the production of departmental procedures and guidelines as required.

- Liaise with the IT Team, where appropriate, to resolve any student systems related issues.

- Attend appropriate forums to keep up to date with sector-wide legislation and student records specific updates e.g. MIS College Development Network Events; SAAS and SDS updates; Awarding body updates.

- Reconcile awarding body invoices against data submissions to ensure accuracy.

- Assist with Data Protection/GDPR and Information Security request or queries relating to student information.

- Collaboratively work with the Depute Head of Digital Transformation on infrastructure and technical matters.

- Ensure compliance with all Health and Safety requirements as laid down in the College H&S Policy.

- Undertake any other reasonable duties. The postholder is expected to work flexibly to contribute to the work of the College.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:
- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: March 2025