



## Student Records Officer

**Are you committed to delivering exceptional service in a Higher Education provider? Do you enjoy working with data? Do you have an eye for detail and an ability to communicate effectively?**

Reporting to the Data & Compliance Manager, you will work in close partnership with a range of colleagues across Futureworks to embed an institution-wide approach to student data governance, underpinning the University's digital strategy.

As the Student Records Officer you will be responsible for ensuring the accuracy and integrity of sensitive and confidential student data held in the core student systems. Key to the role is a commitment to data quality and accuracy, and a talent for building good working relationships and trusted, positive partnerships.

**Job Title:** Student Records Officer (Full-Time)

**Location:** Futureworks, Manchester

**Reporting to:** Data & Compliance Manager

**Estimated Start Date:** September 2021

**Pay:** £23,000 - £27,000p.a. depending on experience

### Company Info

Futureworks is a leading provider of university education in Sound, Music, Film, Television, Games, Animation and Visual Effects. Based in the centre of Manchester our premises boast state of the art studios and high-spec production facilities built to industry standards. Futureworks degree courses are delivered by experienced professionals, and our excellent links with industry employers mean students benefit from exciting guest lectures and fantastic opportunities to gain experience on real world projects.

Futureworks values and celebrates diversity and has adopted equality, diversity, and inclusion as core values. We welcome applications from suitably qualified candidates whatever their background, and especially from BAME candidates who are under-represented in our workforce.

### Job Summary

The post holder will have responsibility for the maintenance of the student record in the relevant database systems, ensuring the data is accurate and meets the quality requirements of the Higher Education Statistics Agency (HESA). The post holder will work with the Data & Compliance Manager to complete the data returns required by HESA, the Office for Students, and other external bodies.

### Representative Work Activities

- Maintenance of the student record in accordance with HESA guidelines.
- Development of documentation and training materials for staff on student record management.
- Ensuring the accurate entry of assessment data, and processing of Exam Board data.
- Supporting the Data & Compliance Manager in preparing data returns.
- Assisting in the enrolment process for students and ensuring accurate data is collected.
- Providing class list information and student datasets as required to members of staff.
- Assisting in the development of management information and data analysis.
- Data quality checking, and updating in line with HESA and internal quality thresholds.
- Working with Access & Participation datasets to monitor progress against targets.
- Production & dissemination of timetable, register & VLE enrolment data.

### Person specification

Essential:

- Familiarity with MS Office applications, including using Excel to create pivot tables, write advanced functions, and create visualisations of the data.

- Experience of accurate data entry and attention to detail.
- Ability to understand the implications of data protection on area of work.
- Ability to develop and maintain effective and collaborative working relationships with colleagues across the organisation.
- Excellent organisational skills and the ability to prioritise a demanding workload.

Desirable:

- 2 or more years of experience of working in Higher Education or similar sector.
- Able to use a set of quality rules to assess a dataset and recommend ways to automate regular tasks.

**Quality Indicators**

- Work is carried out on time and to standards agreed with Line Manager.
- Ability to prioritise own tasks within a framework set by the nature of the tasks in hand.
- Able to provide high quality customer service, relaying accurate instruction and information on the data quality indicators to management level users.
- Knowledge of, and adherence to, the organisation's Health & Safety and Equal Opportunities policies.

**Futureworks welcomes applications from a diverse range of candidates regardless of background, gender, race, religious beliefs, disability, sexual orientation, or age. We aspire to be a diverse and inclusive organisation because we believe that diversity brings benefits for our students and staff alike.**

**Please note:** While we are aiming to conduct interviews in person on our campus, if the Government Coronavirus lockdown and social distancing measures change then these are likely to be done remotely using Microsoft Teams or Zoom. It is also expected that relevant work within this role may be undertaken remotely, within the UK, while these restrictions remain in place.

Applications should be in the form of a CV and covering letter and addressed to the Data & Compliance Manager quoting reference **SRO140621**. Applications can be sent via email to **work@futureworks.ac.uk** or via post to:

Data & Compliance Manager  
Futureworks  
Riverside  
New Bailey Street  
Manchester  
M3 5FS