

Job Title: Data & Compliance Officer

Location: Futureworks, Manchester & Home-working

Reporting to: Academic Registrar

Pay: £29,200 to £32,445 p.a. DoE

Hours: 40 hours per week

Start Date: ASAP

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 people with ethnic minority backgrounds who are under-represented in our workforce.

Job Summary

The Data & Compliance Officer will be responsible for the production and monitoring of institutional data, as well as assisting with the production of student-related statutory data returns, such as those for the Higher Education Statistics Agency (HESA) and the Office for Students (OfS).

This will include day-to-day responsibilities such as assisting with the production of external returns, monitoring data quality within the student management system, and seeking to continuously enhance internal data processes.

To be successful in this role you will be self-motivated and able to work independently, with excellent attention to detail and the ability to provide data in a variety of accessible formats. You will have demonstrable experience of working with users at different levels to resolve issues with processes or data systems, and have excellent IT and organisational skills, including the ability to manage and prioritise your own workload.

Representative Work Activities

As directed by the Academic Registrar, to assist with the development, maintenance and integrity of data systems and student-related returns.

The main duties of the post holder include:

- Assisting with the production of statutory data returns, including the new Data Futures submission.

- Working with teams across the institution to communicate data collection requirements for statutory returns.
- Monitoring data quality and integrity within the student management system for items related to statutory returns.
- Assisting the Academic Registrar with external and internal audits and reviews as appropriate.
- Producing accessible data sets for internal quality processes, such as annual monitoring.
- Preparing data for internal and validating partner assessment boards.
- Identifying any additional or changing requirements in relation to data production and checking processes.
- Production & dissemination of timetable and VLE enrolment data.
- Monitoring international student attendance as required by UKVI.
- Reviewing processes and liaising with the Academic Registrar to prevent persistent issues from occurring in the future.
- Attending relevant training to ensure knowledge is up-to-date and assisting with disseminating this to staff across the organisation.
- Monitoring the websites and publications of HESA, OfS and other relevant agencies for new data reporting requirements, performance indicators, etc.
- Any other duties as directed by the Academic Registrar.

Other

- Ensuring that all data is handled in a sensitive and confidential manner, adhering to any data protection and GDPR requirements where relevant.
- Establishing and maintaining positive interpersonal relationships with other staff and providing assistance as necessary to other colleagues within Futureworks.
- Ensuring all Futureworks policies are implemented within the remit of the post.

Essential

- Experience of analysing and manipulating data in tools such as Excel.
- Excellent numerical analytical skills and proven experience of ensuring data quality and accuracy.
- Excellent IT skills, including extensive experience of using Microsoft Office (Excel to and advanced standard).
- Ability to work independently and manage own workload.
- Ability to identify opportunities for improvement in systems and processes.

Desirable

- Knowledge and experience of HESA or other statutory returns processes.
- Knowledge and experience of preparing data for assessment boards.
- Experience of interrogating and manipulating large data sets.

- Experience of using analytical and database software, such as Power Bi.
- Experience of analysing and interpreting data for audiences at varying levels of knowledge.

Applications should be in the form of a CV and covering letter and addressed to the Academic Registrar, quoting reference DCO300726 Applications can be sent via email to work@futureworks.ac.uk or via post to:

Academic Registrar

Futureworks, Riverside, New Bailey Street, Manchester, M3 5FS