



JOB DESCRIPTION

JOB TITLE	SENIOR ACCESS TO HE OFFICER (DATA MANAGEMENT)
Reporting to:	Head of Access to HE
Responsible for:	N/A
Salary:	£30,749 - £34,808 (Salary point fixed upon appointment, based on experience and qualifications)

JOB PURPOSE

- Maintain the accuracy of Access to HE student and provider data through regular monitoring of the data systems including Quartz.
- Produce monthly monitoring and QAA data reports for internal purposes and to meet regulatory requirements.
- Contribute to the review and development of the operational procedures, administrative processes and data systems in line with agreed service standards and statutory and regulatory requirements.
- Support the Head of Access in ensuring ongoing compliance with QAA regulatory requirements and awareness of advisory and developmental opportunities as required and appropriate to role
- Contribute to CPD activities for providers in relation to student data and recording.

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that Access to HE data is processed, entered into internal and external databases within agreed service standards.
2. Maintain the accuracy of the data, undertaking routine monitoring through the running of reports to achieve this. Support the Access to HE team to make corrections.
3. Archive the data in line with Skills and Education Group, licensing and statutory/QAA requirements.

4. Produce statistical data in the form of reports and other supporting documentation for annual monitoring and business activities
5. Lead the process of compiling regulatory submissions through the planning, provision and review of Access data and information as required.
6. Produce analysis from outcomes of annual QAA submissions and support the AVA, Access to HE Committee, and providers.
7. To ensure the effective and efficient control of data in line with the requirements of the General Data Protection Regulations (GDPR)
8. Ensure regulatory compliance with QAA's licensing criteria is always maintained, and any complaints or issues are dealt with in an effective and timely manner.
9. Liaise with Portico to resolve issues, attending weekly meeting/updates to support data management and reporting
10. Manage and process learner data, ensuring this is accurately recorded, securely stored, up to date, accessible and processed within service standards, regulatory and statutory requirements, and data protection legislation.
11. To complete data audits of learners to support regulatory monitoring of providers.
12. To regularly maintain and update information for the QAA Database.
13. To support the Head of Access to HE in ensuring database and other systems remain fit for purpose and meet regulatory and reporting requirements.
14. Manage the registration of learners on Access to HE diplomas and units.
15. Contribute to CPD activities for providers in relation to student registrations, the management of in-year data and post Final Awards Board.
16. Support the Head of Access in ensuring ongoing compliance with QAA regulatory requirements and awareness of advisory and developmental opportunities as required and appropriate to role:
 - Attend QAA meetings as required.
 - Read and respond to QAA communications.
 - Disseminate, plan and implement changes to QAA requirements
 - Support the preparation of documentation and arrangements for

governance meetings as required, including analysis of outcomes of data.

17. Support the Awarding and certification process of Access to HE diplomas and units.
18. Produce reports for the Access to HE Team as required.

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Head of Access to HE.

Promotion and Communication

19. To support Access to HE promotional, networking, information and communication activities
20. To coordinate the organisation of internal and external meetings and events, and attend such meetings and events where relevant to post.
21. To contribute to the maintenance of up to date, accurate and accessible guidance for staff, moderators, centres and stakeholders.
22. To contribute to the development and maintenance of the Skills and Education Group Access to HE website.
23. To support promotional and information campaigns as appropriate to role.
24. To coordinate, record and monitor formal Access to HE communications to centres, learners and stakeholders.
25. To coordinate periodic checks of centre information, which is publicly available, in line with QAA requirements.

OTHER DUTIES

26. To contribute to the operational activity of the organisation where this relates to the overall benefit of Skills and Education Group. Such activity and its scope will be jointly agreed in advance.
27. To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.

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28. To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
 29. To keep up to date, so far as is necessary for the efficient executive of the role, with new legislation, procedures and methods.
 30. To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
 31. To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
 32. To present an appropriate professional image on official Company business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by Skills and Education Group.