

This document is also available in Welsh.



Coleg y
Cymoedd

Data & Performance Officer

Recruitment Pack

August 2022

Welcome

Thanks for your interest in this role. You should find all of the information you need here, as well as guidance on how to apply. If there's anything else you want to know though, contact us to arrange a chat.

Role Summary

We'd love you to get to know us and the role you're interested in. Let's start with the basics...



Job Title

Data & Performance
Officer



Working Hours

37 hours per week



Job Type

Full time, Permanent



Your Salary

£22,635 - £24,321



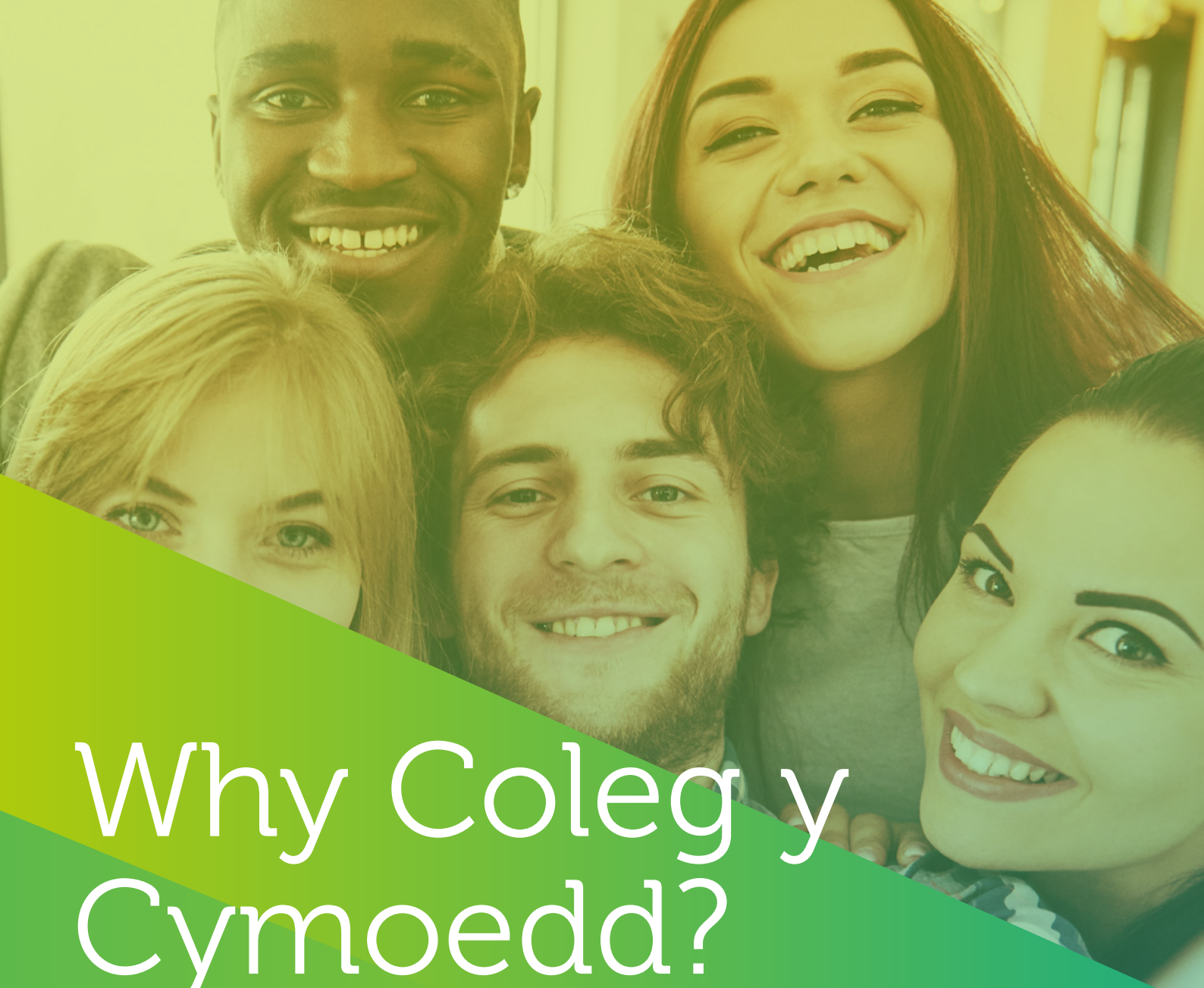
Closing Date

16th August 2022



Location

Ystrad Mynach
Multi-campus travel maybe
required as part of this role



Why Coleg y Cymoedd?

About Us

Coleg y Cymoedd was formed in 2013. Over 10,000 learners study at Coleg y Cymoedd each year with sites in Aberdare, Nantgarw, Rhondda and Ystrad Mynach.

The college offers a wide range of Full and Part Time courses from Entry to Degree Level in over 15 Curriculum areas.

Working in partnership with more than 800 employers, the college's Business Services team offer a wide range of Apprenticeship and Bespoke Commercial Training packages.

The college has seen significant investment in recent years including the Nantgarw Campus building (a £40 million campus), Aberdare Campus (a £22 million campus), and state of the art Railway Training and Motor Vehicle Facilities.

Our Mission Statement

'Our mission is your future success'

Our Values

- > We focus on learners.
- > We strive for high performance.
- > We value and invest in all people.
- > We seek continuous improvement.
- > We are aspirational, we listen and collaborate.
- > We develop strong and effective partnerships.

Our Vision

To be recognised as an excellent college by learners, staff, business and communities.

We encourage our learners, staff and external stakeholders to dream big and we are proud to say that studying at Coleg y Cymoedd helps to inspire our learners and transform their lives.

The Benefits

Salary



We pride ourselves on offering a competitive salary within the further education sector.

Development



Your development is important to us. We offer excellent career and personal development opportunities. We'll also give you free tuition on college funded courses and even give you the opportunity to learn Welsh! Da lawn.

Your Health



Maybe you'll never need it, but we never know what's around the corner. We offer a free Employee Assistance Programme along with a great Occupational Health Provision.

Pension Scheme



Starting with us means you can be enrolled into the Local Government or Teachers' Pension Scheme.

Keep Fit



Physical and mental fitness is important and so, we offer free gym access at Nantgarw and Ystrad Mynach in addition to discounted leisure membership. If the gym isn't your thing, we also offer a Cycle to Work scheme.

Take a Break



We understand that sometimes you need a break. We offer a generous Annual Leave entitlement. We also offer free car parking for all staff and a car sharing scheme.

Your Home Life



Sometimes things change and we want to support that. We offer a full suite of Family Friendly policies to support your work/life balance. We also offer Childcare Vouchers to make sure your little ones are well taken care of.

Job Description

Data & Performance Officer

As a Data and Performance Officer you will ensure all documentation for learners completing programmes within the School of Work Based Learning is fully completed and input onto the relevant management information system in a timely manner.

Key Duties

- To promote and deliver the College vision, values and corporate behaviours.
- Promote positive professional relationships with customers including staff and learners.
- Promote the College strategic plan and its values and be a driver of change and enterprise.
- To be proud of Coleg y Cymoedd and play an active role in a "One College" culture focused on making the valleys stronger through excellent education, skills and training.
- To be proactive, adaptable and flexible to respond to the needs of the business and changing markets to be successful.
- Check work-based learning documentation meets the requirements of the Programme Specification including European requirements.
- Screen data for accuracy and quality
- Communicate with internal and external individuals and organisations
- Update internal and external MIS systems to generate accurate reports
- Maintain accurate filing systems (electronic and manual).
- Check start documentation for all learners in the school of Work Based Learning to ensure all fields are fully completed before entering onto the appropriate MIS.
- Ensure all documentation needed to support a learner start is in place before entering onto MIS.
- Quality check and audit ESF eligibility evidence to ensure contractual compliance
- Check learner progress review documentation to ensure fully completed before entering onto MIS.
- Check all termination and suspension documentation for completion before entering onto MIS.
- Ensure that ILPs are updated and accurately completed for all work-based learners including those who are core funded, forward original/copies of learner ILPs to relevant coordinators
- Return any incomplete documentation to the relevant member of staff with a return deadline and monitor and check timely return
- Enter qualification outcomes onto MIS.
- Report outstanding documentation to MIS Coordinator on a weekly basis.
- To provide administrative support, where necessary, to the Work Based Learning MIS team.
- Support the Head of School to develop strategies to maintain a strong identity both internally and externally to the College.
- Comply with HR policies, procedures and practices.
- Comply with Health and Safety policies, procedures and practices.
- Comply with Financial Regulations & Procedures
- To manage start and leave data capture sheets so that monthly reports can be generated to ensure funding and contract profiles are achieved in line with the WBL contract
- Manage the ACW claim process to ensure timely certification for all qualifications including full frameworks to include updating ACW monitoring and tracking systems, checking status of certification i.e. pending, rejected

Key Duties

- Maintain links with examination staff and other college staff to ensure timely receipt of attainment evidence
- To update leave and start databases to ensure accurate information is available for internal audits and MIS coordinator verifications
- Ensure that all internal monitoring documentation is completely timely, to support internal audits and performance checks completed by MIS Coordinator and Audit and Compliance Officer
- Liaise with subcontractors regarding starts and certification across the WBL contract

Additional Duties

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.
- Attend staff meetings and learning and development as required.

Further Information

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for promoting the welfare of students. Undertake such other duties as may be reasonably required by the College, either at your principal location or any other locations within the college.

It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the role.

Person Specification

	Essential	Desirable	Assessment
Level 3 qualification in Administration or ICT or willing to work towards		✓	Application Form
Minimum level 2 qualification in a relevant discipline	✓		Application Form
ICT Literate	✓		Application Form & Interview
Experience of working in a work-based learning environment	✓		Application Form & Interview
Extensive knowledge of MAYTAS system	✓		Application Form & Interview
Demonstrated suitability to work with children and vulnerable adults	✓		Application Form & Interview
Ability to organise, plan and prioritise work	✓		Interview
Ability to meet deadlines and work under pressure	✓		Interview
Ability to liaise effectively with internal and external staff at all levels	✓		Interview
Organised and methodical with good attention to detail	✓		Application Form & Interview
Excellent interpersonal and communication skills	✓		Application Form
The ability to speak Welsh		✓	Application Form & Interview
Able to demonstrate a sound understanding of issues relating to confidentiality	✓		Application Form
Able to learn and adapt quickly to new situations and requirements	✓		Application Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans.	✓		Application Form & Interview
Approach a challenge with enthusiasm	✓		Application Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.	✓		Application Form & Interview
Flexible and quick to adapt to new and changing circumstances	✓		Application Form & Interview
Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	✓		Application Form & Interview
Confident, enthusiastic, energetic	✓		Application Form & Interview
Understands and is committed to Equal Opportunities	✓		Application Form & Interview
Able to work alone and as part of a team	✓		Application Form & Interview

'I really enjoy my role in Welfare and Wellbeing, connecting with learners, facilitating them to be who they want to be is so rewarding. In the words of the great Carl Rogers, "People are like plants, given the right conditions they will flourish" '

Carolyn Owen

Welfare & Wellbeing Officer

'Engaging with staff and learners and observing them develop to their full potential is very rewarding. The role is flexible and no two days are the same. Coleg y Cymoedd is a fantastic place to work where we all support each other to ensure our learners receive an outstanding learning experience.'

Tracey Evans

Head of School (Catering, Hair and Beauty)

Application Process (How to Apply)

What Now?

Now you should know more about us and what we're doing, you should also have a good understanding of this role and the type of person we're looking for. If this sounds like you, then we'd love you to apply.

Simply download the application form and fill out all the required fields.

Send completed applications to:

✉ jobs@cymoedd.ac.uk

Remember to use the **Person Specification** and **Job Description** to show us why you're the best candidate for the job.

Once the application is filled out and you're happy, there's just one thing left to do and that's get it over to us at the email address above - We're really looking forward to reading it!

Please be advised, **we do not accept CVs**. If you would rather, you can always send your completed application to:

People & Culture
Coleg y Cymoedd
Rhondda Campus
Tonypany
CF40 2TQ

Want to chat?

Coleg Y Cymoedd is a unique and exciting place to work. Maybe this role is the perfect fit for you. If you'd like to chat through any questions or get to know us better, get in touch today:

Applications / ✉ jobs@cymoedd.ac.uk

Find out more: ☎ 01443 653626



INVESTORS IN PEOPLE
Rydym yn buddsoddi mewn pobl Aur

INVESTORS IN PEOPLE
We invest in people Gold

Rydym wedi llwyddo!
Achredwyd yn swyddogol gan Buddsoddwyr mewn Pobl.
Oherwydd rydym yn gwella gwaith.

We did it!
Officially accredited by Investors in People.
Because we make work better.

Terms & Conditions

Equality & Diversity

We recognise the benefits of a diverse workforce we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

Data Protection

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Right To Work In The UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.