**JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST: Work Based Learning Data Compliance Administrator**

**LOCATION: Colcot Road**

**REPORTING TO: Assistant WBL Data Compliance Administrator**

**RESPONSIBLE FOR: Data provided by internal staff & assigned sub-contractors**

**SALARY: £21,030 - £22,469 per annum**

**KEY RESPONSIBILITIES**

1. To assist the Senior Leadership Team (SLT) in the successful realisation of the College’s vision, mission and plans in delivering a new College that meets its expectations and aspirations.
2. To work as part of, and contribute to, high performing teams.
3. To assist in the proactive development and service delivery to world class standards.
4. To contribute positively to the implementation and monitoring of the College’s vision, mission, values and Operational Plan.
5. To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of colleagues.
6. To be involved in continually reviewing, improving and optimising the effectiveness and efficiency of your departmental processes.

# KEY ROLES

**Specific Roles**

1. Data input ensuring accuracy at all times and compliance with CAVCA internal data process.
2. Cross checking of data inputted and documentation processes
3. Day to day management of the data of assigned internal staff and sub-contractors.
4. Record reviews, achievements, change of circumstance/ suspensions to learning and leaver destinations on Maytas system following appropriate procedures.
5. To record and maintain learner/employer Health and Safety information on Maytas system following and complying to point 1 above.
6. To work with the WBL Data Compliance Manager and WBL Assistant Data Team Leader to uphold the accuracy, integrity and compliance of data within Welsh Government regulations
7. To assist WBL Assistant Data Team Leader to ensure data corrections are carried out within given timescale.
8. To undertake general administration duties including email/verbal queries from assigned internal staff and sub-contractors.
9. Produce monthly reports for sub-contractors:

* Reviews Due
* Health & Safety due
* Suspensions due to end

1. Provide support, and where needed, and training to assigned sub-contractors for the on-line processes.

**Generic Roles**

1. To represent the College with external agencies as required in the performance of duties or as directed by your Line Manager
2. To achieve agreed targets and performance indicators across all areas of responsibility
3. To adhere to College policies, particularly those relating to equality and diversity
4. To adhere to Health and Safety and security measures in accordance with statutory and College requirements
5. To be a role model supporting College values and corporate management
6. To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you
7. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by your Line Manager

**PERSON SPECIFICATION**

1. The ability to data input with a high degree of accuracy (essential);
2. Good verbal and written communications skills (essential);
3. The ability to prioritise work and meet deadlines (essential);
4. The ability to use Maytas (desirable)
5. Understand and be familiar with Work Based Learning Programmes (desirable)

**ADDITIONAL REQUIREMENTS**

1. The ability to speak Welsh (desirable)

**ROLE CONDITIONS**

1. There is a requirement to undertake enrolment duties which may require travel between college sites.
2. CPD training may take place at other college sites.
3. To fully participate in annual Appraisal.