



Aspire-igen is committed to helping individuals, organisations and communities succeed through learning and work. We have a strong track record of successfully delivering government funded initiatives and contracts including ESF contracts and Study Programmes. We are also a provider of advice and support services to young people and adults in the Yorkshire and Humber area.

Data Administrator
£17,000 per annum
37hrs per week
Permanent
Based in Bradford

An opportunity has arisen for a Data Administrator, within our Data and MI Team reporting to Data and Compliance Team Leader.

The main objectives of the role are:

- Ensure participant records are accurate and maintained
- To carry out validation and compliance checks on data and claims submissions
- To work with the Data and Compliance Team Leader identifying and correcting errors
- To support the Data and Compliance Team Leader in the production of monthly and ad hoc management information
- To work with colleagues and partners to improve the timely completion of participant data returns and claims submissions
- To collect and archive original documentation

You must have previous experience of working in an administration role and have proficient IT skills (particularly Excel and Access). Experience of working with contractual management information systems and procedural obligations is desirable. You will have meticulous attention to detail and be able to diagnose and analyse problems, whilst presenting solutions. You will be able to present information in a range of mediums.

You must be able to work to tight deadlines and be able to communicate well with internal and external customers. You will be able to manage your own workload and demonstrate enthusiasm, drive and commitment to Aspire-igen's values.

You must have an NVQ level 2 (or equivalent).

Application Process

To apply, please download an application form from <https://www.aspire-igen.com/aspire-igen/job-opportunities> and e-mail it to vikki.lovett@aspire-igen.com

A full job description and a complete list of our current vacancies are available on our website <https://www.aspire-igen.com/aspire-igen/job-opportunities>

Closing date: 17th May 2019
Interviews will be held week commencing 27th May 2019
Previous applicants need not apply

All positions are subject to the Rehabilitation of Offenders Act (Exemptions Order) 1975 and as such it will be necessary for a submission for an Enhanced Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions, cautions, warnings and reprimands

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Aspire-igen is an equal opportunities employer. We wish to encourage the recruitment of staff from under-represented groups to apply for the advertised positions. Aspire-igen will seek to recruit the best candidate for the job based on merit. The recruitment and selection process will ensure the identification of the person best suited to the job and Aspire-igen.

No Agencies Please

JOB DESCRIPTION



POST TITLE: Data Administrator

The following information is furnished to assist staff joining the Company to understand and appreciate the work content of their post and the role they are to play in the organisation. However the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

PRIME OBJECTIVES OF THE POST:

- Ensure participant records are accurate and maintained
- To carry out validation and compliance checks on data and claims submissions
- To work with the Data and Compliance Team Leader identifying and correcting errors
- To support the Data and Compliance Team Leader in the production of monthly and ad hoc management information
- To work with colleagues and partners to improve the timely completion of participant data returns and claims submissions
- To collect and archive original documentation

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- No supervisory/managerial responsibilities

SUPERVISION AND GUIDANCE:

- Day to day supervision from Data and Compliance Team Leader

RANGE OF DECISION TAKING:

- Within agreed parameters, bringing complex issues to the attention of the Data and Compliance Team Leader

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Consumable items and office equipment
- Access to confidential reports, data and correspondence

RANGE OF DUTIES:

1. Validate and input participant information into the relevant project database, update records and store hard copies in line with ESFA requirements, audit and data protection legislation
2. To coordinate and manage the collation of data and evidence for the submission of claims for funding
3. To ensure data quality and integrity by running validation checks and updating inaccurate records on an on-going basis; and to ensure that data inputting is in accordance with quality procedures and/or contract compliance and process payments
4. Use Aspire-igen data reporting tools to provide statistical data as agreed for the use of managers, colleagues and partners.
5. To liaise with colleagues and partner organisations, on a regular basis by telephone, face to face and e-mail, to ensure that data collection and sharing is efficient, effective and appropriate.
6. To collect, collate and archive all original documentation for the Study Programme and support with the archiving of original learning evidence for ESFA programmes.
7. Support Data and Compliance Team Leader & Compliance Officer in the preparation of evidence for external audit.
8. To undertake other duties consistent with the scope of the post and within the competence of the post holder as required.
9. All employees are obligated to manage their effective personal development as part of the Company's commitment to quality, staff training and development – this involves active commitment to and participation in the appraisal process, during which individual employee developmental needs will be highlighted.
10. Each individual must ensure that they meet their statutory responsibilities with regard to Health & Safety, Equality & Diversity in the workplace and other relevant employment legislation and Company rules.

PERSON SPECIFICATION

POST TITLE: Data Administrator

Aspire-igen Ltd is an equal opportunities employer and requires its employees to carry out its policies in terms of equal opportunity for employment and access to the Company's services. Job share applicants are welcome to apply for all full-time posts unless otherwise stated in the advertisement.

The following is a summary of the criteria we will use to shortlist and select applicants indicating where they are essential or desirable and how they will be identified:

Experience

<i>Essential:</i>	Experience of working in administration	Application form & Interview
	IT proficient, including competent use of Microsoft Office packages, including Access & Excel	Application form & Interview
<i>Desirable:</i>	Experience of working with contractual management information systems and procedural obligations	Application form & Interview
	Experience of using databases	
	Experience of working with Training Providers	

Qualifications

<i>Essential:</i>	NVQ Level 2 or proven experience	Application Form
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Training

<i>Essential:</i>	Willingness to undergo training as required	Interview
<i>Desirable:</i>	Experience of supporting contractual compliance issues	Application form & Interview

Special Knowledge

<i>Essential:</i>	IT Literacy, specifically Microsoft Excel Data Management Systems	Application form & Interview
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Practical and intellectual Skills

<i>Essential:</i>	Critical eye for detail	Interview
	Able to diagnose and analyse problems and present solutions	Interview
	Able to provide, present and share information in different mediums	Interview
	Practical IT skills including internet, spread sheets, word processing, email	Application form & Interview

Disposition and Attitude

<i>Essential:</i>	Able to organise own work effectively	Interview
	To work to and meet deadlines	Interview
	Proactive with a 'can do' attitude	Interview
	Adaptable	Interview
	Good verbal communication skills, both face-to-face and on the telephone	Interview
	Ability to write clearly and accurately	Interview
	Good numeracy skills	Interview
	Value differences in others and the power of a diverse team	Interview
	Welcome constructive challenges and new ideas from others	Interview

Personal Circumstances

<i>Essential:</i>	Must be prepared to work flexibly to suit the needs of the business	Interview
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Equal Opportunities & Diversity

<i>Essential:</i>	An acceptance and commitment to the principles of the Company's Equal Opportunities policies and practices	Interview
	An understanding and acceptance of the importance of diversity in the workplace	Interview
	Satisfactory Enhanced DBS disclosure	DBS Disclosure