



## Job Description

Job Title	Report Writer
Department	MIS
Reports To	Director of MIS
Grade	P03 £43,011 - £46,583
Location	East Ham Campus

## Our Vision

*To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers.*

### College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

## Job Purpose

The Report Writer is responsible for designing, building and maintaining all reports, dashboards and management information within the college. The main purpose of the role is to develop and maintain the suite of college reporting tools, empowering staff to make timely and informed decisions based on data.

## Key Duties and Responsibilities

- Develop, maintain and review the college suite of reports and dashboards, extracting and purposefully presenting data in an informative format.
- Respond quickly and efficiently to ad hoc data requests to suit the needs of the business.
- Liaise with staff at all levels of the organisation to understand and support with data and reporting requirements.



- Document and regularly review a list of all active college reports and dashboard to ensure accuracy, relevance and recency, updating and removing reports from circulation as necessary.
- Work with colleagues to deliver data in an effective and unintrusive manner, based on their requirements.
- Assist in the functioning of the college helpdesk system, assigning, responding to and resolving issues as appropriate.
- Support with other duties across the MIS department, as required.
- Support college initiatives and aspirations to achieve Net Zero carbon.

### Person Specification

	Essential/Desirable
<b>QUALIFICATIONS</b>	
GCSE 9-4 (A*-C) in Mathematics or equivalent qualification	Essential
GCSE 9-4 (A*-C) in English or equivalent qualification	Essential
<b>EXPERIENCE</b>	
Experience of using SQL and SSRS to maintain and develop reports	Essential
Experience of working in a further education setting and understanding of the associated requirements	Desirable
Experience of using MS Access and MS Power BI	Desirable
Experience of Tribal ebs or similar MIS	Desirable
<b>KNOWLEDGE AND SKILLS</b>	
Skilled in the use of SQL and T-SQL to structure data and write reports	Essential
Working knowledge of SSMS and SSRS	Essential
High level of computer literacy. Proficient in the use of MS Office, particularly Excel	Essential
Ability to prioritise workload when working under pressure	Essential

### Review Details

Job Title	Report Writer
Date Created	28/02/2024
Date Issued to Employee by Line Manager	
Version	1

DRAFT