


<b>Job title:</b>	<b>Student Records and Systems Integration Manager</b>		
<b>Business unit:</b>	Association Services – ICT		
<b>Grade:</b>	2	<b>FTE</b>	1.0
<b>Reports to:</b>	Head of IT		
<b>Direct reports:</b>	None		
<b>Place of work:</b>	Flexible		
<b>Purpose of the role:</b>	<p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The Student Records and Systems Integration Manager will provide strategic leadership and management of the Association's systems and will oversee the operations managing risk and opportunity and lead the Associations operational activity.</p> <p>A key focus of the role is to effectively lead the maintenance of the Student Records Systems and develop integration between all of the WEA systems. You will be the lead technical specialist in integration services. You will also work with key stakeholders to provide expertise and support to other WEA systems.</p> <p>The post holder will need to lead and manage relationships with key stakeholders including key suppliers and work in partnership with Senior Managers to deliver improved Student and Integration services.</p> <p>You are responsible for decision making that may impact the financial standing of the organisation.</p>		

**Key areas of responsibility**

1. Lead the management of the design, structuring and maintenance of the Student Records Systems, supporting activities and providing oversight of application security provisions to maintain our CE+ certification. Specifically, implementing and supporting the SRS systems;
2. Along with the Director of Finance & IT and the Head of IT contribute to the development and implementation of the ICT strategy, plans and policies as a senior manager of the ICT management team;
3. Develop, Design and implement short and long terms plans to ensure ICT applications meet existing and future capacity and capability requirements;
4. Lead the design, structuring and develop all aspects of the WEA integrations between key systems;
5. Develop procedures and associated implementation, testing and training plans for applications and database administration, security and data management;
6. Develop standardised systems and processes;
7. Identify where automation can streamline process and design and deliver automated systems;
8. Work with key stakeholders and Senior managers to implement effective changes to systems;
9. Ensure that management information services are reviewed and developed to meet changing needs;
10. Effectively manage Student Records suppliers and act as the Association's point of contact for

- training, development, user-specific needs and licensing;
11. Give SME and guidance to Student Records users and advise on integration and standardisation;
  12. Develop and distribute effective data collection methods in response to external and internal demand for reports;
  13. Ensure close communication with senior colleagues in other areas / and their teams and develop packages of support for front-line staff, tutors, branches and volunteers to support and improve marketing, communications, administration training and development in the heart of the Association's local communities;
  14. Build and Maintain effective relationships with suppliers to secure best value for ICT goods and services and to encourage innovative ideas to be adopted;
  15. Ensure that all requirements and obligations affecting employees, property and equipment are fully complied with, as appropriate to the post holder's responsibilities;
  16. Ensure compliance with external and internal security requirements (i.e. information security policy and CE+) and ensure Student Records and all integrations remain compliant with Cyber Essentials +;
  17. Ensure business continuity measures are implemented for application and kept up to date including disaster recovery plans;
  18. Identify and take actions to manage ICT related risks;
  19. Effectively project manage systems changes and new system requests;
  20. Undertake such duties as reasonably requested by your manager.

*To be used in conjunction with relevant person specification*

	Person specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment method (for recruitment only) A – Application Form I – Interview T - Test
<b>Education &amp; qualifications</b>			
Educated to degree level or equivalent experience	✓		A/I
PRINCE 2 or other Project Management frameworks or equivalent experience	✓		A/I
MSP Managing Successful Programmes		✓	A/I
ITIL Foundation		✓	A/I
Information Security certification e.g. CISMP		✓	A/I
Azure or AWS experience		✓	A/I
SQL DB administration qualification or equivalent experience		✓	A/I
VB, .net or C# professional qualification or equivalent experience	✓		A/I
<b>Experience</b>			
In depth experience of using data processing systems	✓		A/I
Experience of administrative processes, workflows and data	✓		A/I
Experience of managing a Student Records System and providing system administration	✓		A/I
Experience of maintaining, developing integrations between systems	✓		A/I
Experience of testing software	✓		A/I
Experience managing significant systems projects	✓		A/I
Experience of introducing automation, account provisioning and de-provisioning	✓		A/I
Angular/PHP/C#/.net experience	✓		A/I

Powershell or other scripting experience	✓		A/I
HTML5/Javascript/XML experience	✓		A/I
Integration experience including RESTful API, SOAP API's, 3 layer architecture model, proxies	✓		A/I
Information Security experience delivering ISO27001/CE+		✓	A/I
SQL DB admin and SQL scripting experience	✓		A/I
LAMP/Linux stack experience		✓	A/I
<b>Knowledge &amp; skills</b>			
Ability to manage budgets and resources	✓		A/I
IT / System requirement capture	✓		A/I
Develop database structures and interfaces with other software.	✓		A/I
Excellent interpersonal skills	✓		A/I
Knowledge of GDPR, Data Protection, encryption and other compliance standards		✓	A/I
A/I Experience of delivering automated business and ICT process solutions	✓		A/I
A/I Experience of Load testing, Unit testing and Smoke testing	✓		A/I
A/I GitHub or BitBucket experience and the ability to understand proper versioning requirements	✓		A/I
A/I Experience of developing Internet applications	✓		A/I
MSMQ or similar experience		✓	A/I
Release Management and delivery	✓		A/I
<b>Competencies</b>			
Student and WEA values focused (Level 4)	✓		A/I
Achieves results (Level 4)	✓		A/I
Works collaboratively with others (Level 4)	✓		A/I
Manages self, learning and personal development (Level 4)	✓		A/I
Delivers excellent service (Level 4)	✓		A/I
<b>Additional requirements</b>			
Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety, Safeguarding and the Prevent duty and Equality and Diversity Policy	✓		A/I
A willingness to travel within the UK	✓		A/I
Be prepared to occasionally work flexibly, including outside of normal office hours	✓		A/I

*To be used in conjunction with relevant job description*