



Job Profile

Job title	Data Administrator		
Division/dept	Oxford International Education Group		
Working hours	40 hours per week	Start date	ASAP
Reports to	Quality Assurance Manager (External Reviews)	Location	Remote with travel to the colleges as required
Salary	£21k - £25K dependent on experience	Contract Type	12 months fixed term

Job purpose

We are seeking to appoint an enthusiastic and motivated Data Administrator to join our Academic Affairs team and to provide support for the OIEG group Office for Students (OfS) registration process.

The Data Administrator will provide support initially to the Quality Assurance Manager (External Reviews) on document/data collection and maintenance from across all of our colleges. The person appointed will need to be able to handle a wide range of tasks and be very adaptable in their approach. The role will involve travel to the different colleges as and when required and so flexibility is essential.

Main duties and responsibilities

Reporting and Data

- Working with College Managers, College Directors & professional services colleagues to gather information and data to feed into the OfS registration process
- Gathering, monitoring, and recording of course, module, and assessment data for all colleges, both in-person and remotely
- Gathering and uploading academic documents from individual colleges to shared Teams areas
- Use of a variety of integrated databases / Virtual Learning Environments for extracting data/documents
- Collating and preparing data and producing regular reports
- Devising new systems and ways of working as appropriate
- Develop a key understanding of individual college policies and procedures
- Use of excel spreadsheets to record and manipulate data

Supporting Academic Affairs Team / Colleges

- Reporting/data analysis for the Academic Board
- Support workstreams/projects across the Academic Affairs team and colleges
- Prepared to undertake regular visits to the colleges as required of the role

General

- Provide overall support for the department
- Respond to any data enquiries

- Deal with confidential information / material & ensuring the safekeeping of such documents
- Refer specialist enquiries accurately and effectively to the appropriate department
- Able to work in a team
- Assist other Departments as required
- Undertake any training required for the role
- Undertake any other reasonable duties as set by the Quality Assurance Manager

Person specification		
	Essential	Desirable
Statutory requirements	<ul style="list-style-type: none"> • Eligibility to live and work in UK 	
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's A-C (or equivalent) 	<ul style="list-style-type: none"> • A Levels (or equivalent) • Undergraduate degree • Certified IT skills • Administrative qualification
Experience and knowledge	<ul style="list-style-type: none"> • Experience of working in HE/FE administration • Understanding of HE course/programme processes and procedures • High levels of IT literacy, in particular, data handling/reporting skills & Microsoft Excel • Ability to present information effectively using a variety of methods • Awareness of confidentiality and data protection • Experience of contributing to service & process improvements 	<ul style="list-style-type: none"> • Knowledge of University Systems • Experience of using Virtual Learning Environments (VLEs)
Skills and abilities	<ul style="list-style-type: none"> • Exceptional organisational and time-management skills • Ability to work without close supervision and to set own priorities • Ability to work in a fast-paced environment • Attention to detail and high level of accuracy whilst working under pressure 	
Personal qualities	<ul style="list-style-type: none"> • Calm under pressure & ability to multi-task • Problem-solver • Flexible and adaptable • Responds positively to new challenges, seeking solutions 	

	<ul style="list-style-type: none">• Proactive• Approachable with a positive attitude• Willing to travel to different colleges according to business needs	
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This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities and may be subject to periodic revision.

Oxford International is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, as this job involves working with children. This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.

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