



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

## About the Role – Employment Details

Post Number	A100
Job Title	Data Returns Specialist
Salary	£34,004.70 - £36,501.41
Contract Type	Permanent
Campus	Gloucester
Department	Data Management
Reporting To	Student Data Manager
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure.

## About the Role – Meet the Team

Gloucestershire Professional Services is recruiting a Data Returns Specialist to support our Data Management team.

You'll help ensure our statutory data returns are accurate, on time, and compliant—playing a key role in securing funding and meeting regulations. You'll work with teams across the college to maintain high-quality data, interpret guidance, and support audits.

## About the Role – Duties and Responsibilities

### Data Management Requirements

- Generate, validate and submit all statutory and funding-related data returns on time, ensuring accuracy and proactively resolving any errors ahead of external deadlines.
- Work closely with internal teams to investigate and rectify data queries or discrepancies in line with DfE, Devolved Authorities and OfS requirements.
- Maintain an up-to-date and thorough understanding of data return requirements set by external funding agencies and devolved authorities, ensuring all necessary data is accurately collected and recorded within College systems.
- Regularly review ILR Specifications, funding rules, Provider Support Manuals and related guidance to identify changes, assess implications and communicate updates effectively to relevant teams.
- Develop and sustain expert knowledge of current funding rules and guidance, applying this to support compliant data management practices.
- Collaborate with the Student Data Manager to ensure timely system updates and data adjustments required for accurate and compliant returns.
- Lead on the monthly production and review of PDSATS reports, investigating issues and implementing corrections where required.
- Manage additional data validation processes, including FRM reports and SCORE, ensuring data quality and compliance.
- Support the Student Data Manager and Head of Data Management during internal and external audits by preparing evidence, resolving queries and ensuring data accuracy.



- Provide data insights to support curriculum planning and development in line with evolving funding and curriculum requirements.
- Support the training and upskilling of staff on college systems, data processes and funding requirements/changes.
- Contribute to the creation, improvement and maintenance of documentation and guidance to strengthen team capability, enhance customer understanding and uphold the integrity of source data.

## Working with Colleagues

- Liaise with Exams Manager, and Data & Compliance Partners, to ensure the timely recording of all achievements
- Work with Finance managers to ensure accurate funding returns, providing data as required from central systems.
- Work with the BI team to ensure courses, related fees and waivers are set up in line with curriculum plans, and data is regularly updated to reflect any agreed changes.
- Work with the Data & Compliance Partner in ensuring data integrity and audit compliance through the use of intensive internal audit checks, exception reports and validations.
- Work with IT and Head of Data Management in the configuration of the College's student records system, to collect key datasets.

## About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

## About You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"><li>– Proven experience working with ILR data, funding rules and returns within the FE/HE sector</li><li>– Experience using MIS or student records systems</li><li>– Experience of validating, analysing and correcting large datasets</li></ul>
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	<ul style="list-style-type: none"> <li>– Experience in planning, controlling and implementing processes and procedures.</li> <li>– Programming and report writing experience</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Knowledge of the Further Education (FE) sector and the funding regulations</li> <li>– Experience of using education funding body software</li> <li>– Experience of audit in a Further Education/ Higher Education Environment.</li> <li>– Experience in the operation of</li> <li>– UNIT-e, testing related upgrades, maintaining/ creating applications and the use of Report Generator.</li> <li>– Experience of working in an environment of funding guidance change and taking a lead in developing and implementing associated practical solutions to meet requirements.</li> </ul>

**The Perfect Person for us will demonstrate**

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Abilities to effectively collate, analyse, evaluate and present data to enable effective decision making.</li> <li>– Organisational and problem solving skills which are applied in order to meet targets and deadlines.</li> <li>– A methodical and logical approach to work and keen attention to detail.</li> <li>– Able to work either independently or with teams/ individuals to breakdown processes and procedures into constituent steps in support of improving efficiency and effectiveness.</li> <li>– Able to assimilate complex information and provide summaries which promote and develop understanding.</li> <li>– Advanced IT skills with close attention to detail.</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li> </ul>