

INTERNAL/EXTERNAL POST: EMIS OFFICER

Do not include a CV. Please complete and return applications to jobs@cymoedd.ac.uk

COMPANY	Coleg Y Cymoedd	ADVERT LIVE DATE	04/12/2020
JOB ROLE	EMIS Officer	HOURS/DURATION	37 hours per week Temporary until 31/08/2021
SALARY	Grade 4 (£21, 576 - £23, 181 PRO RATA)	LOCATION	Ystrad Mynach Campus (But may be required to work at our Aberdare, Nantgarw, and Rhondda campus)
CLOSING DATE/TIME	18/12/2020 12:00PM (Applications received after 12:00PM will NOT be considered)	INTERVIEW DATE	14/01/2021

If you're self-motivated and enjoy a challenge, then you have what it takes to become an EMIS Officer at Coleg y Cymoedd. This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

THE POSITION

We have an exciting opportunity for an EMIS Officer to join our team. Based at our Ystrad Mynach Campus, the successful candidate will join us on a full-time, temporary basis and will receive a number of benefits and a competitive salary. The ideal candidate will be enthusiastic, able to organise, plan and prioritise work and be able to meet deadlines both internally and externally and have excellent interpersonal and communication skills.

THE COMPANY

It is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence supported by a range of high-profile employers.

THE LOCATION

Ystrad Mynach is a town in the County Borough of Caerphilly. The campus is approximately 5 miles from Caerphilly town and is approximately 12 miles from Cardiff. The campus is easily accessible by car, bus and train. The nearby Penallta Colliery was the last coal mine in the valley to close. Today, as well as the college, the town houses council offices, a community hospital and a number of schools. Caerphilly County Borough have also invested heavily in a Centre for Sporting Excellence in a bid to create a thriving sporting culture within the region.

KEY RESPONSIBILITIES

- 1. Enter and process data into the College's MIS and other systems, namely:**
 - a. Student Enrolments**
 - b. Curriculum**
 - c. Awarding Body Registration Exam Entries and Exam Results**
- 2. Determine process and record Tuition, Registration and Exam Fees.**
- 3. Liaise with external awarding bodies and internal faculties and schools in organising assessments, learner registrations and access arrangements.**

4. General administration work e.g. determine the coding of data for entry into the LLWR Return and College MIS, the distribution of Awarding Body correspondence, processing Exam Certificates.
5. Continuous update of the MIS and Awarding Body systems e.g. transfers, withdrawals, change of details, registrations and entries.
6. Security of examination and other assessment materials prior to examinations.
7. The preparation for examinations including the timetabling of rooms & invigilators, producing seating plans and the organisation of papers and other materials and resources.
8. Security and transmission of examination scripts to examiners and awarding bodies.
9. Extract data from various systems e.g. MIS and Awarding Bodies, using a variety of software.
10. All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of learners.
11. Train staff on how to invigilate examinations and carry out assessments on the conduct of examinations.

KEY REQUIREMENTS

- Experience essential in using computer systems including EBS, MS Word, Excel
- Experience of working in a busy office essential
- Ability to organise, plan and prioritise work
- Ability to meet deadlines and work under pressure
- Excellent interpersonal and communications skills
- Able to demonstrate a sound understanding of issues relating to confidentiality
- Able to learn and adapt quickly to new situations and requirements
- Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations
- Flexible and quick to adapt to new and changing circumstances
- Able to work alone, with minimal supervision essential
- Be confident, enthusiastic and energetic

WHAT WE OFFER

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- Final salary pension schemes
- Free on-site parking on all our campuses
- Discounted leisure membership
- Employee Assistance Programme (EAP)
- Generous annual leave entitlement
- Family friendly policies
- Access to free Wi-Fi and Microsoft Office 365
- Staff recognition awards
- Opportunities for development

WHY YOU SHOULD APPLY

- Competitive salary
- Industry specific centres of excellence
- Award winning college and team
- Very competitive benefits package
- Excellent opportunities for growth and development

RECRUITMENT SCHEDULE

The closing date for applications is 18/12/2020 at **12:00PM** (shortlisted candidates to be advised on 07/01/2021). **If you do not hear from the college by 07/01/2021 you should assume that your application /has been unsuccessful on this occasion. The interview will take place on 14/01/2021.**

If you are shortlisted and would like the interview to be conducted in Welsh, please contact jobs@cymoedd.ac.uk

Please note: The college would normally obtain references before applicants are invited to interview.

HOW TO APPLY

Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk

Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.**

If you wish to post the application instead, please send to:

The Human Resources Department, Coleg y Cymoedd, Rhondda Campus, Llwynypia, Tonypany, RCT, CF40 2TQ

For more information on the college take a look at our **[Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).**

RIGHT TO WORK IN THE UK

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

DATA PROTECTION

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

CRIMINAL CONVICTIONS

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

EQUALITY AND DIVERSITY

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

SPECIAL REQUIREMENTS

If you require reasonable adjustments prior to your interview, please contact jobs@cymoedd.ac.uk