

Job title:	Business Systems Manager
Reports to:	Head of Business Systems
Business area:	Finance and Resources
Responsibility for others:	Business Systems Team

JOB DESCRIPTION

Purpose and context:

Working under the direction of the Head of Business Systems and in collaboration with the IT Services team, the post holder will support the delivery of the College's business systems development and systems structure.

Using their technical expertise and business process knowledge, the post holder will assist the Head of Business Systems to implement the Business Systems Strategy, ensuring the business systems environment is managed as an integrated entity that meets the diverse needs of its stakeholders.

Manage the introduction of system solutions and automated workflows (e.g. Power Automate), reducing manual processing and increasing operational insight.

Develop modern reporting and analytics technologies (e.g., Power BI) that provides clear, accurate, and timely information to support decision-making across the Group.

Support the Head of Business Systems in overseeing and delivering approved Business Systems projects.

Manage the Business Systems Teams by overseeing day-to-day operations, coordinating team workloads, maintaining service levels, resolving complex or escalated issues, and ensuring systems remain reliable, effective, and fully aligned to the Groups strategic objectives and operational needs.

Contribute to the efficiency and excellence of service delivery within the Directorate of IT Services.

Be responsible for deputising for the Head of Business Systems in their absence.

Main duties and responsibilities:

- Oversee the design, enhancement and integration of systems used across the College, including MIS, Student Data, Finance, People Services, Apprenticeships, and reporting platforms.
- Transform business needs into effective system and reporting solutions that enhance operational efficiency and support growth and/or achievement of strategic goals.

- Conduct environment scanning to analyse technologies, processes and functions, document findings, identify improvements, and develop and implement specifications.
- Support staff across the organisation in adopting new solutions through effective communication and training.
- Undertake project planning and manage the delivery of approved systems development initiatives when needed.
- Communicate system developments, project progress and emerging opportunities clearly stakeholders as required.
- Document all activities in accordance with IT Services and Group guidelines.
- Undertake evening Duty Management sessions
- Undertake any other duties commensurate with the post as required from time to time by the organisation

People Management

Responsible for leading a team of staff including:

- planning the core and flexible staffing needs of the area;
- ensuring staffing resources are deployed efficiently and effectively;
- leading the recruitment and selection of staff in the department;
- participating in the recruitment and selection of other Group staff as required;
- being accountable for the successful induction of new staff;
- being accountable for the effective management of performance, conduct and absence of staff;
- identifying staff learning and development needs, liaising with relevant departments to ensure appropriate professional development is identified and accessed.
- ensuring that staff undertake appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements.
- Carrying out evening duty as and when required.

Financial Management

Accountable for the area's budget including:

- identify and exploit opportunities for income generation as agreed with the Executive Director
- ensuring that the area makes an appropriate contribution to the achievement of funding allocations and other targets
- liaison with relevant staff to ensure that the curriculum offer maximises funding and opportunities for student success
- develop and maintain appropriate networks to ensure funding opportunities are maximised
- ensure staff resources and budgets are used efficiently and effectively in accordance with the financial regulations and the principles of best value.
- allocate and manage non-pay budgets
- prepare bids and business cases for capital expenditure
- actively participate in the business review process
- be accountable for timely completion and submission of registers and other student-related documentation and returns

- ensure that the requirements of funding bodies are met and that the college maximises its income in respect of students with additional learning support needs
- ensure compliance with audit requirements

Personal & Professional Development

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification:		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
Qualification and Training		
Qualified to Degree level or significant experience in the Further Education sector	E	A, I, C
GCSE English and Maths 9-4 (A*- C) or equivalent qualification	E	A, C
Safeguarding and Prevent training (or to be completed within one month of appointment)	E	A, C
Relevant Experience		
Leadership of a business systems, digital transformation, or IT development function.	D	A, I, R
Proven experience in managing projects effectively.	E	A, I
Demonstrable experience supervising staff, their workloads and deadlines.	E	A, I
Strong background in data management, data quality frameworks, system integrations, and reporting/analytics solutions.	E	A, I
Experience of extracting data from Microsoft SQL/Oracle SQL/MySQL and managing/administering databases and/or using Microsoft SQL Management Studio.	E	A, I
Experience implementing and integrating enterprise systems such as MIS, HR, Finance, CRM, timetabling or reporting platforms.	E	A, I
Experience of establishing and maintaining effective relationships across a large organisation and externally.	E	A, I
Experience of FE/HE environment and curriculum	D	A, I
Skills / Knowledge		
Effective communication skills, both written and verbal	E	I / R
The ability to build capacity and motivate a team using coaching skills.	E	I / R
Effective delegation skills	E	I / R
The ability to interpret and act upon complex information	E	I / R
The ability to make decisions independently and in emergency situations	E	I
The ability to think strategically	E	I
The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met	E	I
Working knowledge of the Data Protection Act 2018.	E	I
Working knowledge of Microsoft Power BI; Microsoft Power Automate	D	I
Additional Factors Relevant		
A commitment to the principles of Equality, Diversity and Inclusion	E	A
A professional approach	E	A

The ability to engage effectively with all levels of staff, students and stakeholders	E	A
A flexible approach to working practices and adaptable to change	E	A
As the Group is multi-site, flexibility and willingness to work across all sites is required	E	A