



THE  
**BEDFORD**  
COLLEGE  
GROUP

# Group Director of MIS, Data and Performance

ATTITUDES

KNOWLEDGE

SKILLS



Candidate Information Pack  
March 2025  
[www.fea.co.uk/job/tbcg-gdds/](http://www.fea.co.uk/job/tbcg-gdds/)

# Welcome

Dear Colleague,

Thank you for your interest in the role of Group Director of MIS, Data and Performance at The Bedford College Group (TBCG). The Group is the seventh largest further education college group in the sector by income and comprises seven distinct colleges with three further educational colleges, two sixth form colleges, one agricultural college and one national college for motorsport.

Our values are extremely important to us and keep the student at the heart of everything we do, but none more so than those of valuing teamwork, continuously improving, caring and inclusive, all of which sit at the heart of this role.

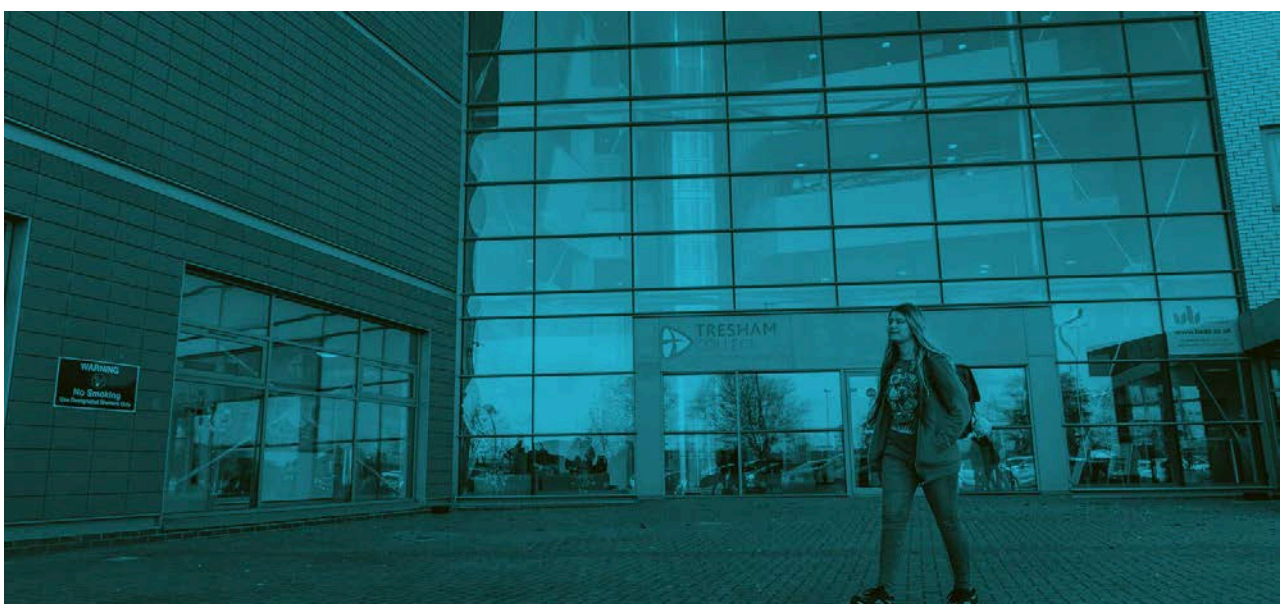
We are looking for a Group Director of MIS, Data and Performance to lead and embed a data-centred approach to continuous improvement. You will integrate systems and procedures to capture necessary information for audits, ensuring compliance and the integrity of the student database. You will also ensure a comprehensive live reporting suite is available online, driving high performance through a data-led approach.

You will be coming to TBCG at an extremely exciting period of change, having joined as the new CEO in January 2024 the Group is being led with a passionate commitment to and vision of excellence that will take us forward in the next stage of TBCG's evolution.

Interested parties are strongly encouraged to contact our FE Associates recruitment partner, [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to arrange an initial discussion prior to submitting an application.

With best wishes

**Yiannis Kouris**  
**Group Chief Executive**



# About Us

TBCG is one of the largest FE providers in England and has grown rapidly in the last few years. Initially based on the old Bedford College site, through mergers and acquisitions, this year we have grown to have approximately 18,000 learners on multiple sites. In 2018, it successfully merged with Tresham College to create pan-Bedfordshire and North Northamptonshire provision based on the concept of developing regional market towns, and this has been boosted by Central Bedfordshire College (CBC) deciding to join the Group in February 2023. The Group has an Ofsted judgement of 'good', having rapidly improved the quality rating of Tresham on merger. These developments mean that TBCG has geographical sites in Bedford, Kettering, Corby, Wellingborough, Silverstone (housing a specialist motorsport facility), Shuttleworth (a land-based campus), and CBC sites in Dunstable and Leighton Buzzard.

Our strategic plan from 2022 to 2027 has a straightforward but challenging aim: 'to be the best and most authoritative further education provider in the South East Midlands'. This reflects both our current position as being the largest provider of FE in the region and also our ambition to be recognised as a system leader in national FE and a major source of civic leadership within our communities. TBCG is explicitly a regional institution and has no interest in being a national group or in growing for the sake of growth. Our rationale for expansion has been (and will continue to be) to achieve the benefits of regional integration, and its location is a major strength, as it is, within the southern part of the Oxford-Cambridge Arc and within easy commuting distance of London. Economic growth and employment opportunities are buoyant (under almost all economic models) and population growth and long-term demographic projections are strong. The region has genuine world-class employers with needs requiring world-class technical skills, and TBCG is committed to





making a substantial contribution with regional partners to achieving this. We are also aware that advances in digital technology will change many aspects of how FE operates and we intend to be a leader in this area as well.

Notwithstanding such ambitions, TBCG will remain a values-driven institution with its students and the communities it serves at its heart, and with a strong commitment to equality, diversity and inclusion (our strategic plan reaffirms this). TBCG has always striven to do what is best for its students and, thereby, to promote educational excellence by delivering programmes that stretch and challenge them. Continuing to enhance the quality of provision and student and employer satisfaction is at the heart of our strategic plan.

The strategic plan is available on our website and has been included on the FE Associates microsite for this role. The financial position of the Group is strong and it has a reputation in the sector for excellent financial management including having retained an ESFA financial rating of 'outstanding' for many years. Clearly, the national funding environment is difficult, particularly given inflation and the challenges of many aspects of staff recruitment and reward. Nonetheless, TBCG is better placed to weather such storms than the vast majority of the sector and we have a strong working relationship with our banks.

Our CEO, Yiannis Koursis OBE, continues to build on the Group's strong reputation, guiding us through the next phase of our journey. Yiannis has been transforming the lives of students for more than 17 years, having held senior roles in further education at colleges across the UK. In recognition of his exceptional contributions to social progress and development, he was awarded an OBE in 2022 and a fellowship from the Royal Society of Arts in 2020. Yiannis is a passionate national advocate for further education, championing its power to transform lives and tirelessly promoting the sector as a vital force for opportunity and growth.

We operate a model where each of our colleges has a designated Principal responsible for the day-to-day leadership of their respective campuses, ensuring the effective development and delivery of curriculum, teaching, and learning. The Business Development team, part of TBCG's professional services operations, is led at the Group level, serving the needs of stakeholders across each institutional region.



# Job Description

**Job title:** Group Director of MIS, Data and Performance

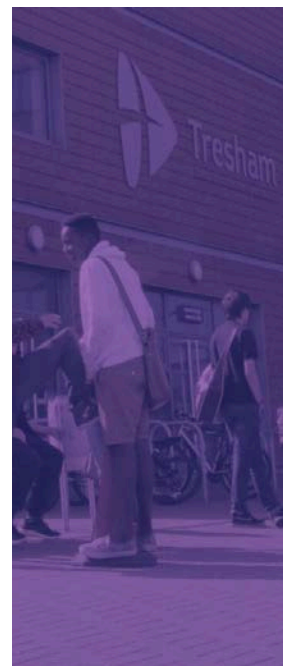
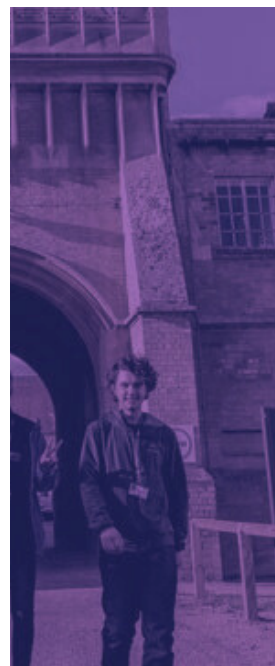
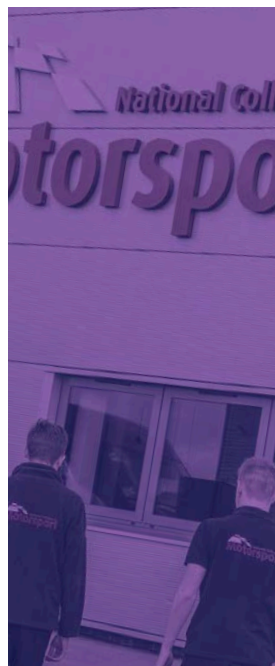
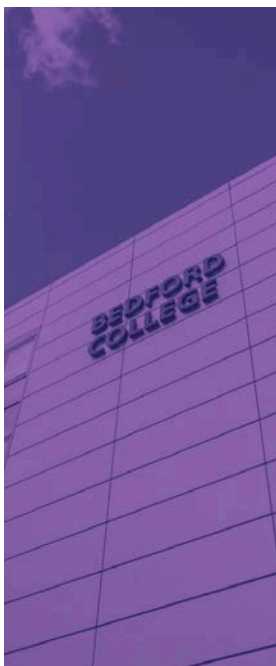
**Reports to:** Executive Director Education

**Direct reports:** Director of MIS

**Salary:** Competitive

## Job Purpose

- Strategically lead and embed a data centred approach to continuous improvement.
- Lead the integration of appropriate systems and procedures to capture the information / data required for internal and external audit and scrutiny ensuring compliance.
- Ensure necessary action to ensure the integrity of student database and to comply with the variety of audit requirements of funding bodies.
- Ensure a full and comprehensive live reporting suite is available online, with appropriate securities in place ensuring staff can access relevant information, and reports can be requested and provided in a timely manner.
- Drive a culture of high performance through a data led approach, ensuring internal stakeholders, have access to relevant data sets, that enable them to swiftly identify and act upon required areas for development.
- To carry out all aspects of the role in line with TBCG culture and values.
- To ensure the student experience is kept at the heart of everything your Directorate does.



# Main Duties

## Specialist Area

- To lead MIS, data and funding teams to create trusted and reliable data that supports all other areas of the organisation to critically evaluate own performance to drive improvement.
- Focus on a customer service culture in the data teams, promoting an agile approach to delivering required data and information that is required to drive performance across the college group.
- Deliver an automated suite of funding and learner reporting which is credible, accurate and timely and includes key performance indicators both at college and department level.
- Systems are in place to receive and develop ad-hoc and scheduled reports to agreed specifications and these meet stakeholder requirements and comply with strategies.
- To provide information as required to senior management and other staff, including all report generation relating to student applications, enrolments, retention, attendance, achievements, destinations and funding generation.
- Ensure reports support early identification of risks to business, including quality of education indicators or compliance risks.
- To ensure full compliance with funding body audit regulations and statutory compliance in relation to data collection and storage.
- To liaise with auditors to ensure sound management of the audit process.
- To ensure timely and accurate submission of all funding body returns and other funding related returns within the required deadline.
- To work with Group Director of Quality Assurance to systematically check that departments are maintaining and keeping up to date necessary records, to enable the College to comply with audit requirements and provide top level data linked to performance and progress.
- Attend and represent the college at sector specific groups such as networking forums, local and regional focus groups to maintain sector knowledge and professional awareness of developments surrounding learner information management.
- Promote a positive image of the Information Systems function and the wider college structure; maintaining an awareness of internal IS activities and how these influence core college activities.
- Relevant funding and data returns, including but not exclusive to ILR, HEIFES and student loans, are complete and error free and are made to the College's funding, regulatory and other external bodies in a timely manner.
- To maintain an up-to-date expert-level knowledge of current funding policy and procedures and to anticipate and respond to changes in the external funding environment.
- Ensuring compliance with the GDPR, Freedom of Information, Computer Misuse, Copyright and other relevant legislation.
- Lead the creation of visionary data sets that support pre-emptive actions in relation to student experience and progress.
- To lead data analytics to support recommendations on next steps across a broad range of Group functions.

## Leadership

- To represent the group internally and externally.
- To participate in the development of the TBCG strategy and support the communication and implementation of it.
- To develop department strategies that support the overarching TBCG strategy and develop plans and objectives to support their achievement.
- To act as a mentor to those directly reporting to you.
- To be visible and appropriately accessible to your wider team.
- To participate in innovate projects and groups for the further development of The Group.
- To write and present reports as required.
- To ensure compliance in all regulatory and policy requirements.
- To ensure the completion of all TBCG wide Quality & Monitoring processes.
- Be accountable to the Executive Director of Education for the performance of the team.

## Management

- To ensure all employees are effectively managed on a day-to-day basis.
- To provide honest management of employees, through setting of standards and targets, providing regular feedback and holding people accountable when standards are not met.
- To ensure the effective performance of those reporting directly to them, and support, mentor or take action as appropriate where this performance fails to meet required standards.
- To ensure any performance management issues are effectively handled in a timely manner following policy and procedure.
- To ensure all employees are up to date on and are supported to attend all mandatory training and staff development.
- To ensure effective induction is in place and is carried out in a timely manner.
- To ensure effective annual appraisal is carried out by all managers and themselves.
- To ensure continuous succession plans are in place with opportunities for managers to step up.
- To consider what appropriate support is in place to ensure employees well-being and that it is effectively utilised.
- To effectively manage any relevant budgets.
- To report any relevant information regarding the department or wider Group to your line manager.
- To ensure all department targets are met.
- To attend and participate in all relevant organisational meetings.
- To undertake any other tasks reasonably requested.





## General

- To support student application and enrolment procedures effectively and efficiently.
- To support the Group Director of Quality Assurance in overseeing the examination administration and the recording of achievement.
- To ensure an effective Timetabling process and implementation for the Group.
- To build and manage an effective team, ensuring high levels of professionalism and excellent customer service.
- To use data analytics to lead across a range of project groups, including those internal to the organisation and incorporating external stakeholders.
- To be an effective member of the College's Senior Management Team.

## College-Wide Responsibilities

- To attend other TBCG campuses for team management, meetings etc.
- To act as Duty Manager as assigned by rota.
- To support and participate in weekly ID checks and walk rounds.
- To support and participate in invigilation during exam periods.
- To support and participate in TBCG open days.
- To carry out investigations and disciplinary hearings as an independent Director.

## Statutory Duties

- **SAFEGUARDING** – To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCG policy and procedure.
- **EQUALITY & DIVERSITY** – To be responsible for promoting equality and diversity in line with BCG policy and procedure.
- **HEALTH & SAFETY** – To be responsible for following health and safety requirements in line with BCG policy and procedure.
- **TRAINING & DEVELOPMENT** – To participate proactively in training and development including any required qualification development.





# Person Specification

## Qualifications/Training

### Essential

- Degree level qualification in a relevant field.

### Desirable

- Post graduate qualification in relevant discipline.
- Level 5 management qualification.

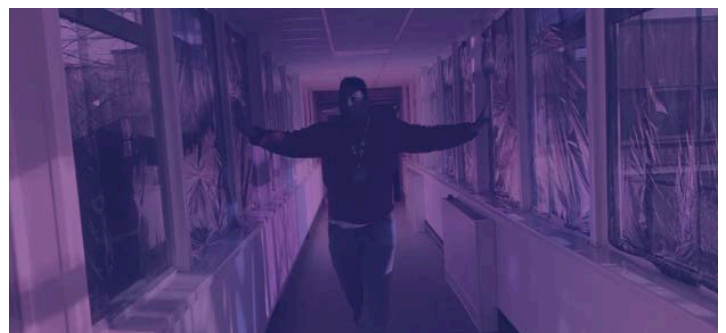
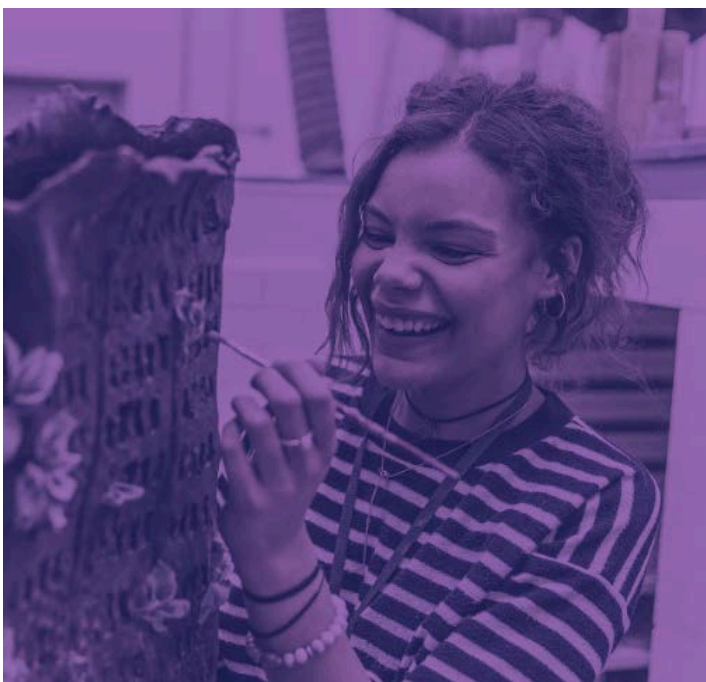
## Knowledge/Experience

### Essential

- Relevant and up-to-date knowledge of funding policy and guidance, and the audit requirements for all funding streams.
- Demonstrable experience of using core systems such as Pro Monitor.
- Experience of working with technical teams to deliver self-service, quick glance view to dashboards and reporting for Business Intelligence and Management reporting.
- At least three years' management, industry or commercial experience (FE funding etc.).
- Experience of analysing data and presenting recommendations back.
- Complete understanding and requirement setting on ILR specifications.
- Significant experience of leading an MIS department within education.

### Desirable

- Sound understanding of government policy in relation to education funding – ESFA/OfS.
- Experience of working with the FE Commissioner/ESFA.



# Skills

## Essential

- Excellent verbal and written communication skills.
- Excellent people management skills.
- Excellent organisational skills.
- Excellent customer service skills.
- Excellent interpersonal skills.
- Excellent prioritisation skills.
- Good project management skills.
- Excellent decision-making skills and the understanding of your own authority levels and responsibility within this.
- Excellent level of numeracy.
- Excellent IT skills to include Microsoft Office (Word, Excel etc.).
- Excellent analysing skills.

## Essential Attributes

- Ability to deal with sensitive data confidentially.
- Ability to work both alone and within a team.
- Ability to work under pressure and adapt to changing workload demands.
- Ability to work to deadlines.
- Ability to build professional relationships.
- Ability to influence at all levels.
- Ability to take responsibility and exhibit leadership.
- Demonstrates the ability to work in line with Bedford College Group's values, policies and procedures, with particular reference to Equality & Diversity, Safeguarding and Health & Safety.
- Demonstrates a willingness to continuously develop personal knowledge and skills.

## Additional Requirements

- Ability to travel to all campus locations for meetings, events, training etc.
- Ability to provide duty manager cover.
- Ability to adapt working hours to changing needs in the business when these occur.
- A clear understanding of the appropriate professional boundaries and relationships that should be formed and maintained with children and young people.



# The Bedford College Group

## Terms and Conditions

The appointed candidates will receive the following:

- a competitive salary
- 35 days annual leave plus bank holidays
- a pension through the Teachers' Pension scheme.

## Key Dates

<b>Closing date for applications:</b>	<b>9am on Monday 28 April 2025</b>
<b>Shortlisting:</b>	<b>Thursday 1 May 2025</b>
<b>Interview date:</b>	<b>Wednesday 7 May 2025</b>

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# The Application Process

We have retained FE Associates to support us in finding outstanding individuals to inspire excellent practice across our organisation. The application process is outlined below.

## **Initial Discussion and Recorded First-Stage Teams Interview**

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing [Amanda.Hart@fea.co.uk](mailto:Amanda.Hart@fea.co.uk), to discuss the role before the closing date. Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page of this pack for full details on how to submit your application.

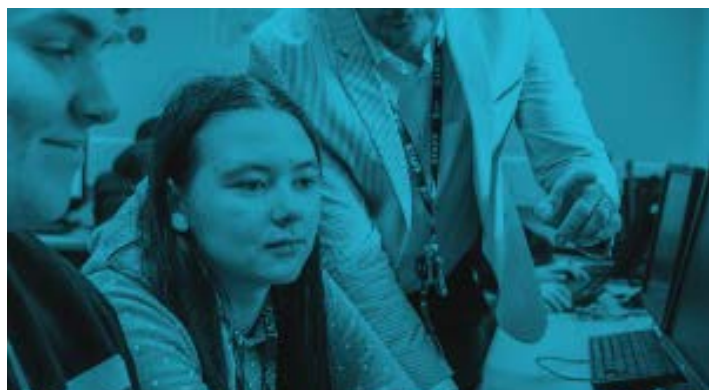
## **Shortlisting and Invitation to Interview**

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

## **Safer Recruitment and Due Diligence Checks**

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

This post is exempt from The Rehabilitation of Offenders Act 1974. The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide. The Bedford College Group's policy on the employment of ex-offenders is available upon request. Candidates who are barred from working with children are reminded that it is a criminal offence to apply for this post.



Having obtained the full information from <https://www.fea.co.uk/job/tbcg-gdds/>, discussed the role with Amanda Hart and scheduled your first-stage interview via Teams, you should email your application to [recruitment@fea.co.uk](mailto:recruitment@fea.co.uk) in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. Please note, CVs will not be accepted in place of, or in addition to, the application form.

## Email Checklist

**Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).**

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

### 1. An Application Form with all sections completed including:

- An explanation of any gaps in your employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
- Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-gdds-Application.

### 2. The Equality and Diversity Monitoring Form.

- This is a Word format document. Please click **inside** each check box that applies to you.
- Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – tbcg-gdds-ED.





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**FEA** **FE ASSOCIATES**