

Head of MI and Systems  
Reporting  
CANDIDATE BRIEF

JOIN THE **PURPLE** REVOLUTION  
TRANSFORMING LIVES THROUGH LEARNING



Learning Curve Group (LCG) is one of the UK's leading providers of high-quality skills training, providing education and training nationally. For over 16 years LCG has delivered a wide range of training solutions to meet the needs of employers and individuals – from apprenticeships and diplomas to short courses and vocational certificate programmes.

Our 'Purple People', the dedicated and passionate people of LCG, help us to deliver success no matter what, to achieve our vision to 'transform lives through learning'.

### Why Purple?

You might have already guessed but Purple is our favourite colour – it has been since we opened in 2004. Our love for Purple has grown over the years with many of our amazing staff saying, "If you cut me in half, I'd bleed Purple!"

– in fact the more diverse our workforce is, the better! You become a Purple Person by living and breathing our core values – we'll talk more about them shortly!

Beyond the values it's about what you do every day that makes the difference.

Purple People are inquisitive and ask the right questions that help you learn something new every day. It's about working hard and being kind to those around you – making sure we help each other to reach our potential. What we ask of our Purple People the most though is that you LOVE what you do and have fun while you're doing it. But when you're transforming lives through learning, enjoying your job is the easy part!

Take a look at our mission, vision and values so you can start to see how you'll slot in.

## ABOUT LEARNING CURVE GROUP

### Vision

Transform lives through learning

### Values

- P** PASSIONATE - We're passionate about everything we do, especially creating as many opportunities as we can for both young people and adults to gain new skills.
- U** UNSTOPPABLE - We are committed to continually exploring ways to improve the service that we offer for the benefit of our learners, partners, and employers.
- R** RIGHT - We endeavour to be open, honest and fair in our dealings with learners, employers, partners and stakeholders. We also aim to get it right first time.
- P** PARTNERSHIPS - We continually strive to deliver excellence through strategic and sustainable partnerships with a wide range of FE organisations, employers and wider stakeholders.
- L** LEARNERS - We keep our learners at the centre of everything we do and we are driven by the desire to provide life-changing opportunities for them.
- E** EMPOWERED - We are passionate about supporting Purple People at all levels, empowering them to realise their full potential and progress.

## ABOUT THE ROLE

<b>Location</b>	Remote
<b>Employment Type</b>	Permanent
<b>Hours &amp; Working Pattern</b>	<b>Monday - Friday, 09:00 - 17:00</b>
<b>Salary</b>	<b>£50,000 - £60,000</b>

### OVERVIEW

LCG are recruiting for a Head of MI Systems and Reporting to lead a team of developers to look after our Finance, HR and, Learner Management Systems ensuring the associated reporting is meeting the needs of our customers and providing business insight.

You will have experience of working with MI Systems and be innovative by nature, driving continuous development of these systems ensuring integration and automation of processes is in place wherever possible.

### DUTIES:

- Analyse key business and technical requirements and develop solutions to meet the needs of the business.
- Identifying areas for improvement, assisting in developing improvements and procedures
- Work with both internal and external stakeholders
- Support the development of the Azure Data Warehouse
- Be involved in hands-on SQL database development and report-building, using PowerBI and SSRS.
- Use your technical knowledge to monitor and ensure the quality of work produced during the development cycle
- Assist in the rollout of projects to end users
- Review and resolve software issues in-house or by liaising with our support partners
- Provide regular progress reports direct to users and management
- Ensure any change control processes are followed

### ESSENTIAL CRITERIA

We love to develop our people so even if you don't meet 100% of the essential criteria, we strongly encourage you to apply.

- Understanding of databases, structures, relationships, and other aspects related to SQL.
- Experience of supporting and developing systems in an enterprise environment
- Experience of creating Tables, Views and Stored Procedures within SQL
- Experience of managing SQL Accounts and securing databases
- Experience of supplier management
- Able to manage own workload and work to deadlines
- Experience of managing a team
- Excellent problem-solving skills and solutions focused.
- An ability to quickly adapt to new situations
- Brilliant interpersonal skills
- Experience of working with BI and MI reporting software such as Power BI and SSRS with knowledge and/or experience of data warehousing in Azure.
- Analytical, organized and a good communicator with at least five years of experience working to project deadlines with multiple priorities from different stakeholders
- Experience of all standard Microsoft applications
- Ability to work and manage responsibilities independently and collaborate with cross functional teams



**DESIRABLE SKILLS**

- Working in an Education Environment
- DBA experience
- Experience in creating and modifying Stored Procedures

Will I manage people?

Is driving essential?

Can this role be performed remotely?

How often will I be required to travel? Once/twice a month for team meetings

**Induction**

We know starting a new job can be daunting which is why you will have a structured training plan for your first few weeks set out by your manager, and specific to your role. Where possible, you will spend a day or two at our amazing HQ to pick up your equipment, uniform and get to know some of your colleagues!

**Safeguarding**

Learners are at the centre of everything we do – it's because of that we'll need references from your previous employer(s) and maybe even a DBS (dependent on your role!)



## WHY WOULD I WANT TO WORK HERE?

Aside from our amazing staff, there are some pretty great reasons to want to work for Learning Curve Group. We hold a range of impressive accolades awarded by external companies in relation to staff engagement and culture.

### Best Companies

We have not been listed as one of the top 100 companies to work for THREE times! In the Q2, 2021/22 survey, we placed:

- 37<sup>th</sup> in top 100 companies to work for,
- 8<sup>th</sup> in the North East's best companies to work for
- 4<sup>th</sup> in the Education and training best companies to work for

We are so proud of this achievement because it is the feedback from staff surveys that resulted in these results meaning our people are happy and engaged.

### Investors in people

Since 1991 Investors in People has set the standard for better people management and Learning Curve Group are delighted to hold the prestigious Gold Standard Award. Our IIP accreditation provides assurance that we invest in our staff and as celebrated in our last report, have strengths in relation to reward and recognition.

### We Listen

Employee feedback is hugely important to us and is why we have so many forums for you to have your say, ask brilliant questions or give creative and new ideas!

- ✓ Keeping in Touch (KIT) Meetings are held every two months where a rep from every team across the business down tools and chat to our CEO, Brenda. It's a fantastic opportunity to be nosy and ask those burning questions.
- ✓ CEO Briefings are held every other week via our Facebook workplace and are very popular amongst the Purple Family. Brenda takes the time out to Welcome new starters, update us on any changes in the business or sector and most importantly celebrate all successes great and small
- ✓ Great ideas is another fantastic way for you to have your say. It might be a suggestion to improve a process, or the way we work. No matter how big or small, all ideas are welcomed

### We are diverse

You're unique – and we love that about you. As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Don't just take our word for it though! Our commitment to a number of covenants and pledges will show you just how serious we are about equal opportunities for all:

- ✓ Disability Confident Employer
- ✓ Armed Forces Covenant Silver
- ✓ Domestic Abuse Covenant
- ✓ Durham Enable
- ✓ Care Leaver Covenant



## **We want you to succeed**

Imagine a training provider that doesn't support staff development!? Luckily that's not us, and at every opportunity we will encourage you to develop your knowledge and skills. As part of the "Purple People Academy" you can access a wide range of resources:

- Mandatory CPD
- Flexible Learning
- Apprenticeship Programmes
- CPD
- Leadership and Management courses
- Learning and Development Library
- Webinars, Seminars and Podcasts
- Careers Guidance
- Links to Professional Bodies and Forums



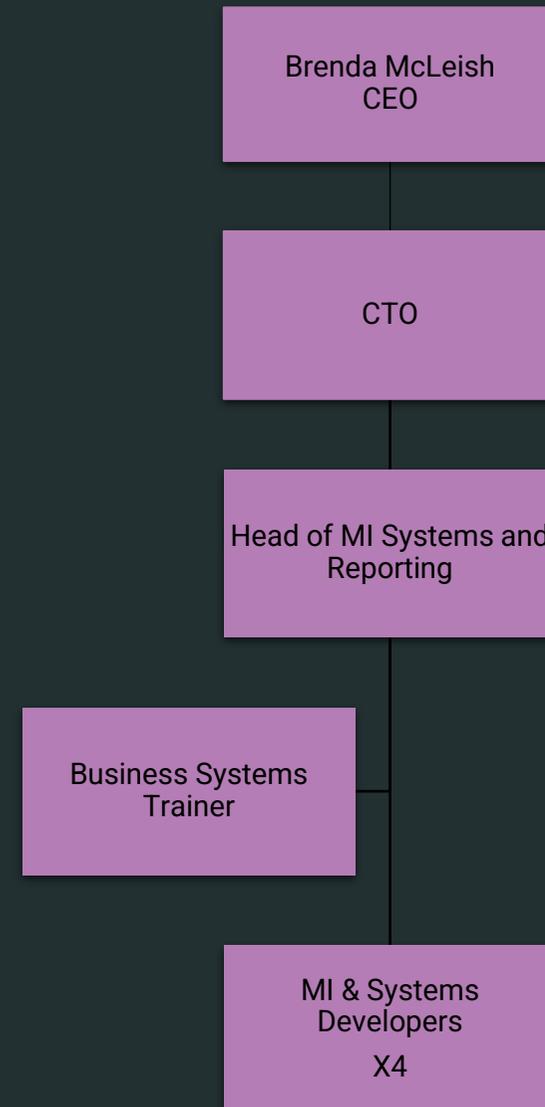
## WHERE DOES MY ROLE FIT IN?

As Head of MI Systems & Reporting, your focus will be to lead on the back end of development, looking at how to integrate and streamline processes. You will be responsible for leading a team of 4 developers whilst also working with our Business Systems Trainer who will deliver training on the new changes across the business.

## HEAR FROM THE TEAM

**Hannah Marshall**, Learning Curve's CTO, recently joined us from NCG, a national college group, where she worked for 11 years with her career focused on IT, Data, and Systems. Joining Learning Curve Group with a wealth of experience in the Education Sector, Hannah is passionate about how technology can enhance a business whilst also striving to improve the user experience at every opportunity, ultimately contributing to positive outcomes for learners. Over the next year and beyond, Hannah will be leading Learning Curve Group through a Digital Transformation plan which will include ensuring Learning Curve Group gets the best out of technology to support streamlining processes, staff are equipped with the skills to use the technology required as part of their job role and data is used to drive business intelligence across the organisation.

## WHAT DOES MY TEAM LOOK LIKE?



# PURPLE PERKS

There are lots of great reasons to want to work at Learning Curve Group but we think our benefits make working here even extra special! Here's a snippet of what becoming a purple person gets you but you can view our full benefits booklet [here](#):

 <p><b>Cycle to Work Scheme</b> Staff can apply to join the cycle to work scheme.</p>	 <p><b>Extra Leave Days</b> Staff can buy or sell up to 5 days extra annual leave.</p>	 <p><b>Social Events</b> Staff get to enjoy company parties every year.</p>	 <p><b>Dress Down Fridays</b> Every Friday staff do not need to wear uniform and can donate £1 to charity.</p>
<p><b>2YR</b></p> <p><b>2 Years Service</b> Staff who have passed 2 years service receive 2 extra days annual leave.</p>	 <p><b>Health Insurance</b> All staff have access to the Simply Health Plan.</p>	 <p><b>Amazing Annual Leave</b> Staff are entitled to 26 days annual leave plus 8 bank holidays. You can benefit from 44 days off from long service awards and buying holidays.</p>	 <p><b>CPD Opportunities</b> There are lots of opportunities to gain new skills and progress at LCG.</p>
<p><b>5YR</b></p> <p><b>5 Years Service</b> Staff who have passed 5 years service receive 2 extra days annual leave.</p>	 <p><b>Fizz Fridays</b> After achievements we celebrate together on a Friday afternoon.</p>	 <p><b>Christmas Shutdown</b> The business shuts down for a week over the festive period so you can spend time with loved ones.</p>	 <p><b>Charity Ball</b> LCG host a themed annual charity ball each year which staff can get involved in.</p>
<p><b>10YR</b></p> <p><b>10 Years Service</b> Staff who have passed 10 years service receive 1 extra day annual leave.</p>	 <p><b>Tea and Coffee</b> Tea and coffee is provided free of charge across all sites for staff.</p>	 <p><b>Performance Awards</b> Staff can earn vouchers and other prizes for outstanding performance.</p>	 <p><b>Great Ideas</b> We have a Great Ideas inbox for staff to submit any ideas that will improve the business.</p>
 <p><b>Uniform Allowance</b> All staff are given 3 free pieces of uniform.</p>	 <p><b>Early Finish Fridays</b> On the last Friday of every month staff can benefit from a 4pm finish.</p>	 <p><b>Welcome Box</b> New starters will receive a welcome box that includes LCG goodies!</p>	 <p><b>Annual Staff Conference</b> LCG host an annual conference for all staff from across the country and the business to get together.</p>

