

Job Title:	Data & Compliance Manager
Department:	BPIF Training
Location:	Hybrid role
Responsible to:	Operations Director
Salary:	£32,000 – £38,000 per annum (dependent on experience)
Contract Type:	Permanent
Hours:	Full-time, 37.5 hours per week

Main Purpose of the Job

The Data & Compliance Manager is responsible for ensuring that BPIF Training meets all regulatory and contractual compliance requirements for apprenticeship delivery. This role includes managing data reporting, overseeing funding compliance, and ensuring all processes align with DfE and Ofsted requirements. The successful candidate will work closely with the Operations Director and Compliance team to uphold the highest standards of data accuracy and regulatory compliance while also playing a strategic role in enhancing internal processes.

Main Responsibilities

Strategic Oversight of Compliance Processes

- Develop and implement a structured internal audit framework to proactively identify and resolve compliance risks.
- Ensure BPIF Training's compliance infrastructure is resilient to changes in funding rules and audit requirements.
- Lead on the development of compliance strategies to maintain regulatory adherence and operational efficiency.
- Support the launch and ongoing development of the Audit & Risk Committee, ensuring compliance data is structured and informs decision-making.

Data Management & Reporting

- Manage and oversee the collection, validation, and reporting of apprenticeship data to ensure accuracy and compliance with DfE funding rules.
- Ensure timely and accurate submission of ILR (Individualised Learner Record) data, implementing robust validation processes.
- Utilise data validation tools including PDSATs, to maintain an error-free ILR submission and identify data quality risks ahead of funding claims.
- Oversee off-the-job (OTJ) hours recording and functional skills data to ensure compliance with DfE evidence requirements and minimise risk at audit.

- Analyse apprenticeship performance data to identify trends, risks, and opportunities for improvement.
- Maintain up-to-date knowledge of DFE funding guidance and Ofsted requirements, advising the team on necessary changes.
- Collaborate with internal stakeholders to improve data processes and reporting mechanisms.

Compliance & Regulatory Oversight

- Ensure all apprenticeship delivery complies with funding rules, Ofsted regulations, and BPIF Training's internal policies.
- Conduct internal audits and compliance checks to minimise funding risks and maximise data integrity.
- Provide guidance and training to staff on compliance, funding, and data accuracy requirements.
- Monitor learner and employer records to ensure adherence to DFE funding and audit requirements.
- Manage relationships with external auditors, funding bodies, and regulatory agencies.
- Support Ofsted inspection readiness, including the collation and organisation of compliance evidence, contribution to self-assessment processes, and preparation of data summaries for inspection teams.

System and Process Improvements (PICS, Smart Assessor & Data Reporting)

- Working with the Operations Director, support on developments to optimise efficiency and enhance reporting accuracy.
- Work with operations teams to identify process improvements that improve compliance and data integrity.
- Ensure PICS is fully optimised for BPIF Training's needs, improving data entry accuracy and reporting efficiency.
- Enhance data analytics capabilities to support compliance reporting and performance forecasting.
- Manage and develop Smart Assessor as a key data source for learner progress monitoring, ensuring accurate and timely recording by delivery staff.
- Contribute to the development and maintenance of Power BI dashboards and the BPIF Training Data Hub, ensuring compliance and performance data is accessible and actionable for internal stakeholders.

Stakeholder Engagement & Growth

- Mentor and support colleagues to embed a culture of data accuracy and compliance awareness.
- Ensure compliance best practices are understood across the organisation through staff training and development.
- Collaborate with internal and external stakeholders to strengthen compliance processes and data reporting.

Financial Compliance & Forecasting

- Work closely with Operations Director to ensure accurate funding claims and financial forecasting.
- Minimise funding clawbacks and financial risks through robust compliance monitoring.
- Support financial reporting by ensuring compliance data is structured and accessible for decision-making.

Skills & Experience – Essential

- Proven experience in a data or compliance management role within an apprenticeship or further education setting.
- Strong knowledge of DfE funding rules, ILR data submissions, and Ofsted compliance requirements.
- Practical experience using PICS (or equivalent MIS), PDSAT, FRM, and ILR quality assurance.
- Sound understanding of off-the-job hours requirements, functional skills data, and co-investment compliance within apprenticeship delivery.
- High level of attention to detail and accuracy in data management.
- Strong analytical skills with the ability to interpret complex data sets and provide actionable insights.
- Excellent communication and stakeholder management skills.
- Ability to lead internal audits, implement process improvements, and manage relationships with external funding bodies.

Skills & Experience – Desirable

- Experience with Smart Assessor or equivalent e-portfolio and progress tracking system.
- Experience supporting or preparing evidence for Ofsted inspections within a training provider context.
- Experience of managing or mentoring a small compliance or data team, or a willingness to develop line management responsibility as the organisation grows.

Safeguarding & Equal Opportunities

BPIF Training is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This post is subject to an enhanced DBS check. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.