The University of Bolton has set out on an ambitious enhancement agenda as a ‘teaching intensive, research informed’ University. Its robust financial position and recent achievements, including having the benefit of the largest growth in student applications in the sector, put the University in a good position to capitalise on the challenges and opportunities of the current HE environment.

The University is embarking upon a £90m capital programme to enhance the student experience and in this context it is seeking to appoint an outstanding individual with a broad skill set, to deliver transformational leadership of the student experience across the full student life-cycle.

The use of management information is critical to the enhancement agenda and with that in mind two roles have become available that will help develop and deliver management information:

**Associate Director of Corporate Intelligence and Data Integrity**  
Ref: VCO-050/M  
Permanent, Full time  
**Competitive Salary**

Reporting to the Executive Dean, Market & Corporate Intelligence, the University is seeking to appoint a dynamic and pro-active individual to play a key institutional role in developing and delivering the University’s management information and metrics to effectively inform the strategic direction of the business and the processes governing the student life-cycle from enquiry to graduation and beyond.

Applicants for this position are expected to be highly qualified and with substantial relevant experience to meet the challenges facing the university sector.

The successful candidate will also demonstrate political acumen, high emotional intelligence and an acute awareness of current and future developments in higher education within a national and international context.

**Student Data Manager – AC2/Grade 7**  
Ref: SDM-005/P  
Permanent, full-time  
**Salary in the range of £34,233 - £39,685 per annum**

Reporting to the Associate Director of Corporate Intelligence and Data Integrity, the successful candidate will take responsibility for the management of the student data and analysis service to support the University’s senior managers, academic schools/research centres/professional services and external stakeholders. He/she will manage the production of monitoring statistics to support quality monitoring at programme, subject and University level and manage the submission of the University’s HESA and HESES returns.

Applicants will need to have a good numerical/computer based honours degree and have proven experience of working effectively and efficiently with large volumes of complex and varied data.

The successful candidate will be required to be flexible and adaptable within the team to ensure Student Data Management deliver a professional and efficient service.
Closing date for applications is 12.00 noon on Friday 27 March 2015

Interviews are expected to take place on Monday 13 and Tuesday 14 April 2015

An application form, job description and person specification can be viewed on our website: http://www.bolton.ac.uk/Vacancies or requested by email: hr@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on (01204) 903579 (Please leave your home address details). If contacting the University of Bolton please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted. No agencies.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit https://www.gov.uk/check-uk-visa.

*The University of Bolton strives to achieve equality of opportunity.*