



Clinical Systems Administrator (2 Year Fixed Term)

Department:

Student Services and Experience
Ref: SSE-089/P

Salary:

Salary in the range of £25,627 to
£30,497 per annum

***Closing date for applications:**

**12:00 noon on Tuesday 23 August
2022**

Interviews are expected to take
place within 4 weeks of the closing
date.

An application form, job description and person specification can be viewed on our website: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies> or requested by email: jobs@bolton.ac.uk.

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 applications submitted.

If an applicant is interested in more than one vacancy, a separate application 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>. No agencies.

*Please note, the University reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

Are you interested in joining the number one University in Greater Manchester for Student Satisfaction?

Here at the University of Bolton, we are proud of our growing reputation as a student focussed University. With our strategy of "Teaching Intensive, Research Informed" we are committed to offering our students the best experience possible. Due to our ongoing growth, we are now looking for a Wellbeing Advisor to join our Student Services, Library and Sport team.

The University of Bolton is investing significantly in its Mental Health care and Wellbeing services for students by improving service provision and by educating staff and students to raise awareness. This fulltime role is a key addition to Student Services and the Life Lounge and its introduction compliments the department's current working practices and proposed development of new initiatives.

The University of Bolton Student Services department opened the Life Lounge in September 2015 and received Customer Service Excellence Plus for the initiative. The Life Lounge provides students with access to a Counselling service, Cognitive Behavioural Therapy Service and a Mental Health Advisor service. The University of Bolton published its Student Mental Health and Wellbeing Strategy 2021-2026 in 2021 and later in the same academic year it published its Suicide Prevention and Response Strategy 2021-2026.

We are now looking for a Clinical Systems Administrator as we embark on the procurement of a dedicated clinical management information system to support the work of the Life Lounge, Disability Service and wider student support functions. The post is full-time and fixed term for 2 years working under the direction of the Student Mental Health and Wellbeing Manager.

Successful candidates will be working closely with professional colleagues and stakeholders, including but not limited to Disability Advisors, Mental Health Advisors, Counsellors, Cognitive Behavioural Therapists, colleagues in our Information Systems and Technology department, Students and external agencies who offer support to our students.

The successful candidate will possess strong administrative skills, credible project management experience, data interrogation and evaluation skills and be highly organised. In order to meet the needs of the University and Student Services, a flexible approach to working patterns/hours is an essential requirement of this role.