



Faculty Operations Manager

Department:

Faculty of Engineering, Arts &
Creative Technologies
Ref: ENG-188/P

Salary:

Salary in the range of £37,467 to
£43,434 per annum

***Closing date for applications:**

Friday 21 October 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 Faculty Operations Manager to join our Faculty of Engineering, Arts & Creative Technologies. Reporting directly to the Dean of Faculty the role requires strong organisational and interpersonal skills and experience. Current knowledge of UK HE, Compulsory Education, and Professional environment agendas with an ability to manage relationships at all levels are essential requirements for this role. An understanding of the ITE Framework and agenda would be an advantage.

We ask a lot from our staff but in return, you will receive a competitive benefits package including access to the Local Government Pension Scheme, an employee benefits scheme and generous annual leave entitlement. As a small University, you will have opportunities to work with colleagues across campus to support and deliver the best student experience possible.