



Clinical Administration & Operational Lead

Department:

Faculty of Health & Wellbeing
Ref: HWB-005/P

Salary:

Salary in the range of £30,942 to
£35,845 per annum

***Closing date for applications:**

**12:00 noon on Monday 4 October
2021**

Interviews are expected to take
place during the week commencing
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](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 Clinical
Administration and Operations Lead to join our
Faculty of Health & Wellbeing team. In this fast-paced
environment you will be working collaboratively with
the team and our partnership organisations to
provide an excellent customer service. You will lead
the business administration and operational matters
to ensure efficient and effective day-to-day running
of our Health & Wellbeing Clinic. This will also
include development of income generation
opportunities to support the continuous growth of the
Clinic and associate facilities

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.

Please note that some evening and weekend working
may be required. This role will also be subject to full
clearance from the Disclosure and Barring service.

Fixed-term appointment for two years.