

## Student Data & Returns Officer

**Department:**

Student Data Management

Ref: SDM-056/P

**Salary:**

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

**\*Closing date for applications:**

**12:00 noon on Friday 29 October  
2021**

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](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by  
email: [jobs@bolton.ac.uk](mailto: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 a recent  
internal move, we are now looking for a Student Data  
& Returns Officer to join our Student Data  
Management team.

You will work closely with the Associate Director of  
Corporate Intelligence and Data Integrity and the  
Student Data Manager to ensure timely completion  
and quality of internal and external data reports and  
statutory returns. Additionally, you will be expected to  
manage a small team of Administrative Officers  
working on statutory returns, data reporting and data  
quality.

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.