Student Data Manager

Department:
Student Data Management
Ref: SDM-049/P

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

*Closing date for applications:
12:00 noon on Tuesday 30 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?

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 use of management information is critical to the enhancement agenda and with that in mind the role of Student Data Manager has become available that will help develop and deliver management information.

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.

If you would like further details about this role, please contact Joel Prescott (Associate Director: Corporate Intelligence and Data Integrity) on joel.prescott@bolton.ac.uk.