



Planning and Insight Officer

Department:

Student Data Management

Ref: SDM-066/P

Salary:

Salary in the range of £25,217 to
£30,046 per annum

***Closing date for applications:**

**12:00 noon on Friday 5 November
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> 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 expansion within our Student Data Management and Strategic Planning team, we are now looking to recruit a Planning and Insight Officer. This is a new role within the department and on a day-to-day basis you can expect to provide insight and analysis to support key strategic decisions across the university.

The post holder will drive forward the institutional planning function, enabling forward-looking data analysis, market analysis and insight. In addition, this post holder will be responsible for analysis of University performance in external datasets (such as annual league tables) and will be the institutional lead for use of the HEIDI+ tool.

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.