



## Report Writer

**Department:**

Student Data Management  
Ref: SDM-070/P

**Salary:**

Salary in the range of  
£25,627 – £30,497 per  
annum.

**\*Closing date for applications:  
12.00 noon on Monday 6  
June 2022**

Interviews are expected to  
take place within 4 weeks of  
the closing date.

A 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).

To apply, please submit your CV along  
with a short covering letter (no more than  
two sides of A4 font size 12) explaining  
your suitability for the role to  
[jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you  
quote the position reference number on all  
paperwork 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.**

The University of Bolton believe that data is an asset and encourage data driven decision making at all levels of the organisation. As a result, we are expanding our report writing provision and are seeking a talented individual to work within our Student Data Management team as a Report Writer.

The team is responsible for the development of reporting tools and dashboards covering all manners of student data across the organisation.

The ideal candidate will have experience using Microsoft Report Builder 3.0 or Power BI and SQL Server Reporting Services (SSRS) as a tool to generate reports from large and complex databases, however, candidates with experience using other reporting tools will also be considered

The role will be instrumental in ensuring that the University business intelligence tools continue to be developed and remain fit for purpose. As a result the candidate will need to be a proactive individual with the ability to identify and apply potential improvements to existing reports or dashboards and advise where the use of these tools could be used improve business processes.

Experience communicating complex issues to a wide variety of audiences, up to and including senior management level is also an essential part of the role.

Experience working in higher education and the use of student record systems is not essential but would be an advantage.

To arrange an informal discussion, or for further details about the requirements of the role, please contact Joel Prescott, Associate Director of Corporate Intelligence & Data Integrity on [jp21@bolton.ac.uk](mailto:jp21@bolton.ac.uk)