



## Student Record Systems Analyst

**Department:**

Student Data Management  
Ref: SDM-065/P

**Salary:**

Salary in the range of £31,406 to  
£36,382 per annum

*A market supplement may be available  
for exceptional candidates subject to  
knowledge, skills and experience.*

**\*Closing date for applications:**

**12:00 noon on Monday 23 May  
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](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 our ongoing growth, we are now looking for a MIS  
Developer & Systems Analyst to join our Student Data  
Management team. On a day-to-day basis, you will be  
responsible for developing the student record systems  
across the institution, ensuring that systems remain fit for  
purpose and that utilisation of the systems is maximised  
across the university. The role involves analysing  
business requirements, devising solutions, delivering  
them and ensuring they are supported effectively. It is a  
role where collaboration and non-technical  
communication are as crucial as technical aptitude.

A large part of the post holder's work will centre on  
supporting the SITS Student Record System (both client  
and e:Vision) although support of other appropriate  
systems will be required. In addition, the post holder will  
support a suite of changes in relation to delivering the  
HESA Data Futures programme.

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.