

INTERNAL VACANCY

STUDENT INFORMATION MANAGER

Permanent, Full-Time

£40,277 per annum (effective 01.08.25)

As a member of the Digital Transformation team, you will be responsible to the Head of Digital Transformation for ensuring the smooth running of the department's services for the student journey.

The main duties of this role include line management of the department team to ensure a good level of customer service, preparation of standard returns to external stakeholders and the delivery of high-quality management information, reports and analysis using data captured and integrated from multiple systems.

The successful candidate will be educated to Degree or equivalent level of qualification or have experience in Administration/Information or Data Science. With significant experience in an information systems/management reporting role you will have confident IT skills in a range of software packages and the ability to plan and organise workload effectively.

To apply please download the job details and Staff Application Form from our website.

Please note this vacancy is open to internal applicants only.

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Thursday 12th June 2025**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

