

Job Description

Job title	Strategic Planning Manager
School / department	Strategic Planning
Grade	7
Line manager	Head of Strategic Planning
Responsible for	Data and Insight Analysts (supervision)
Key stakeholders:	<p>The role holder will be expected to work closely with the following:</p> <ul style="list-style-type: none"> • Pro Vice-Chancellor (Student Experience) • Deans of Colleges/Heads of Schools • Director of Marketing and Recruitment • Head of Student Services • Head of IT Services • UWL Students' Union

Main purpose of the job
<p>This is a key role within the Strategic Planning department for an experienced planner/analyst to contribute to the strategic and evidence-based decision making approach of the University.</p> <p>The main purpose of the role is to provide analysis and insight that supports strategic and operational activities of the University. The Strategic Planning Manager will lead a team of analysts and develop the UWL management information framework to provide accurate, timely and actionable insight across all University users.</p>

Key areas of responsibility
<ol style="list-style-type: none"> 1. Be a key contact for academic and professional services providing expert advice and evidence that support business operations. Participate in working groups and forums (e.g. recruitment, retention), represent Strategic Planning and provide expertise and information that facilitate decision making. 2. Support development of an evidence-based culture, and work to optimise the use of the management information to support effective, strategic decision making 3. Support and lead as appropriate strategic planning initiatives that are underpinned by data and that inform business planning (e.g. scenario planning, number planning, cyclical performance review) 4. Maintain strong knowledge of the policy environment and impact regulations have on the University. Model the impact new regulations have on the University (e.g. OfS conditions), anticipate impact on our business model and explore opportunities when they arise. In as such also support and coordinate University activities that are fundamental to the University's standing and compliance such as participation in TEF, REF.

5. Provide expert analysis and present information to senior management and other stakeholders about the University and the HE sector on matters which affect them in a clear manner and with appropriate levels of analysis to inform policy making and planning within the University (e.g. League tables, National Student Survey, Graduate Outcomes, HESA performance indicators).
6. Contribute to the enhancement of the University's student data reporting and corporate information sources through the development of Business Intelligence (BI) solutions leading to more sophisticated monitoring of the University's performance. Thus help reduce the complexity for end-users to report across key data sources and provide an integrated, consistent and easily accessible reporting capability.
7. Identify the requirements and advocate for the BI solutions required to underpin the reporting and facilitate the production and dissemination of strategic management information
8. Work closely with other members of the Strategic Planning Department as well as to interact effectively with people at all levels within the organisation. This includes the processing of regular urgent enquiries from Directorate senior management.
9. In addition to the above areas of responsibility the position may be required to undertake any other reasonable duties relating to the broad scope of the position.

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	First degree or equivalent	
Knowledge and experience	<p>In depth knowledge of the work in a Planning department including a comprehensive understanding of the breadth of the University's activities</p> <p>Knowledge and understanding of higher education policies, current national developments and issues relating to both teaching and research</p> <p>Experience of developing "data analytics" solutions applying knowledge of the above.</p>	Experience of staff management
Specific skills to the job	<p>Strong analytical skills. Capability to analyse and build from raw data in order to identify trends and to satisfy monitoring requirements.</p> <p>Proficient user of tools used in data analysis and transformation such as Excel, Tableau, Power BI and Alteryx</p> <p>Ability to make the conceptual links between the data and the business operation</p> <p>Ability to model data and build predictions from them.</p>	Knowledge and ability to query databases, ideally using SQL

Able to think creatively and innovatively about issues.

Ability to research complex issues and to write clear and concise reports on them.

A willingness to undertake any further training on research methods and report writing as required.

Must be highly numerate with excellent statistical and analytical skills. Must be a clear thinker, with the ability to assimilate, manipulate, and interpret complex data from different sources; and be able to propose developments in the use of data and to have a sound understanding of how to use statistical data to support development of policy and decision making.

Well-developed organisational skills, including the ability to keep accurate records, and produce status or progress reports

Accuracy and attention to detail

Ability to support and guide colleagues within the work stream and supervise them as appropriate

The ability to express complex problems clearly both verbally and in writing, and to communicate effectively with colleagues at various levels, both expert and non-expert, in the resolution of such problems.

General skills Excellent verbal & written communication skills

Ability to work on own initiative to tight deadlines and to work as part of a team.

The ability to develop effective working relationships with staff at all levels across the University and externally.

Disclosure and Barring Scheme This post does not require a DBS check

Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.