

JOB DESCRIPTION

Vacancy Ref:

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| Job Title: Head of Planning & Analytics | Present Grade: 9P |
| Division: Strategic Planning and Governance | |
| Directly responsible to: Director of Strategic Planning & Governance | |
| Supervisory responsibility for: Planning & Analytics Team | |
| Other contacts:  Internal: Director of Finance, Division of Strategic Planning & Governance, Vice-Chancellor, Deputy Vice- Chancellor, Deputy CEO and Secretary, PVCs, Deans, Heads of Department Senior Information Services & Systems staff, Senior Registry staff, Senior Admissions staff, Senior HR staff, Senior Research and Enterprise Services staff, Council and sub-committees  External: HESA, OfS, league table providers, Professional networks (HESPA), UK and overseas partners, commercial suppliers and service providers | |
| Job summary:  To lead and manage the Planning and Analytics Team within the Division of Strategic Planning and Governance to support and enhance the organisation’s use of data in support of decision-making and compliance. In particular:   * Leading, enhancing and developing the organisation’s approach to the collection, analysis and provision of data and management information to inform the University’s planning process, policy formulation and decision-making. * Delivering impactful, up-to-date management information, performance benchmarking and competitor analysis to drive, evidence-based decision making, using HESA and league table data and through the integration of data from multiple areas of the organisation. * Coordinating across the various University technical and professional teams on the University’s approach to data analytics, annual planning and reporting institutional information to internal and external agencies, including HESA and the OfS.   Major Duties:   1. In conjunction with the Director of Strategic Planning and Governance advise and recommend enhancements to institutional data analytics to enhance University decision-making, inform planning, and support the monitoring of performance to deliver the University’s strategy. 2. To play a central role in driving improvements to quality, accuracy and impact of institutional data and information, including statutory returns and internal strategic decision making. 3. To manage the institutional data analytics and planning teams, having responsibility for recruitment, training and development, work allocation and prioritisation and performance. 4. To work collaboratively with directors and senior staff of other divisions to integrate data and coordinate approaches in support of the delivery of a coherent and consistent suite of organisational management information. 5. Ensuring an accurate and timely supply of management information including performance indicators, to support decision-making for the planning process, strategy implementation and performance reviews, developing near real-time data sources where possible. 6. To provide oversight and co-ordination of procedural frameworks established by the various corporate systems and data owners to help ensuring the validity and integrity of data collection, analysis, and reporting, including consistency within and between systems and reducing duplication of effort across the University. 7. To manage the team’s processes and delivery of relevant statutory returns (including HESA Student, HESES, Provider Profile, Aggregate Offshore etc.), liaising with other divisions to ensure consistency and congruency with other relevant returns made elsewhere (e.g. Staff, Finance, HEBCI) 8. Working with the Divisional Director to optimise the University’s HESA Data Futures returns. 9. Support the Divisional Director in the delivery of the University’s annual planning round and Strategy Development, including leadership of the planning team. 10. Maintaining and building up effective networks with key external agencies such as HESA and league table providers in support of the university processes. 11. Promote the continuous improvement of the University corporate data assets in respect of quality, governance and accessibility, including the quality assurance of HESA and other statutory data returns. 12. Other duties, as required from time to time in line with the seniority and scope of the role. | |