

JOB DESCRIPTION
Strategic Planner
Vacancy Ref: A2789

Job Title: Strategic Planner	Grade: 7P
Department/College: Division of Strategic Planning and Governance	
Directly responsible to: Head of Planning and analytics	
Supervisory responsibility for: n/a	
Other contacts	
<p>Internal: Director of Strategic Planning and Governance and other staff in the Division; members of the Vice-Chancellor’s office and senior management team; Heads of Departments and Divisions (Academic and Professional Services); Student Registry; Human Resources; Research Support Office; all other professional service divisions involved in the provision or use of management data</p> <p>External: Planning contacts at other institutions</p>	
Major Duties:	
<ul style="list-style-type: none"> • Co-ordinating the production and dissemination of management information and datasets to support the University’s decision making and strategic planning process • Developing and enhancing the presentation of near real-time management information using data visualization tools such as Tableau and contributing to the University’s ongoing Business Intelligence project involving the development of a comprehensive management information data warehouse with associated reporting functionality • Contributing to the production of student-related statutory returns (e.g. HESA and HESES, and helping manage co-ordination with other relevant parts of the University (Student Registry, Corporate Information Systems etc.) • Identifying data quality issues that could impact on the accuracy of the University’s statutory returns and management information reports, and working with relevant parts of the University to ensure that these are addressed • Undertaking analysis of the University’s performance in the external indicators of esteem (e.g. UK and World league tables) to inform and advise senior management and collating data and preparing written briefings for senior officers and colleagues on internal and external data relating to the University’s performance against its strategic objectives and key performance indicators • Contributing to the management of the University’s annual planning and student number planning processes, including target setting, population modelling and related management information • On occasion to delivering training or presentations on data, data sources, data analysis or strategy and policy processes. • Undertaking ad hoc projects or initiatives as required, including the preparation of data and information and background research, relating to the Division’s work • Other duties as required in support of the work of the Division commensurate with the role and grading of the post 	