

JOB DESCRIPTION
Strategic Planner
Vacancy Ref: A2789-R

Job Title: Strategic Planner - Statutory Data Returns	Grade: 7P
Department/College: Division of Strategic Planning and Governance	
Directly responsible to: Head of Planning and analytics	
Supervisory responsibility for: n/a	
<p>Other contacts</p> <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: Higher Education Statistics Agency Office for Students Planning contacts at other institutions</p>	
<p>Major Duties:</p> <ul style="list-style-type: none"> • Lead responsibility for the production of student-related statutory returns including HESA and HESES, and helping manage co-ordination on this process 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 statutory returns and management information reports, and working with relevant parts of the university to ensure that these are addressed • Contributing to the production, analysis and , dissemination of management information and datasets to support the University’s decision making and strategic planning process • Providing input on the use of data from the statutory returns in the presentation of 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 analysis of the University’s performance in the external indicators of esteem (e.g. UK and World league tables) and in particular how data submitted in the student-related statutory returns impacts on this. • On occasion 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 analyses 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 	