

**JOB DESCRIPTION**

Job title: Strategic Planning Manager

Grade: F

Campus: Docklands

Responsible to: Head of Planning, Performance and Evaluation

Responsible for: N/A

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

Strategic Planning is a friendly and collegial team responsible for:

* a range of statutory data returns and other submissions critical for the University’s OfS registration and reputation management;
* managing strategic planning processes;
* forecasting student numbers to assist with growth and diversification portfolio planning;
* horizon scanning and the provision of analyses, management information and business intelligence to support institutional strategic decision-making, business planning and continuous improvement;
* transformation and strategic programme management.

The team’s work is critical to enabling the University to plan and manage strategically in the context of the University’s Vision 2028 and translate that into business planning; and to ensuring the University meets statutory and regulatory reporting requirements.

**JOB PURPOSE:**

The role will be part of the Planning, Performance and Evaluation stream in the department. The role will contribute significantly to the growth and diversification aims of the institution through planning partnering with schools, analysis and data returns.

**MAIN DUTIES AND RESPONSIBILITIES**

* To develop and maintain professional links with School Deans and School Management Teams as a School Planning Partner and ensure their needs for management information are being met. The post holder will support School Deans in planning processes, and in their ongoing review and development of their academic portfolio of programmes.
* To provide timely analysis of internal and external performance indicators, benchmarking UEL’s performance against competitors and preparing regular reports as necessary for staff in Schools and Services and for senior management.
* To contribute to the Planning, Finance and Risk Framework as a School Planning Partner. Working closely with School Deans and School Management teams to support a results-orientated planning process which follows an annual timetable and includes KPI dissemination, advising and guiding colleagues with data, and maintaining process documentation.
* To undertake Horizon Scanning activities to ensure that Schools have research to shape their portfolio including understanding of student demographics, regulatory requirements, and trends in the labour market.
* To contribute to the service stream’s analytics practices and outputs, including student number planning and overall strategic enrolment management, as well as contributing to the stream’s suite of Power BI applications for Academic Units covering performance indicators and rankings. This includes learning and applying modelling and forecasting techniques to assist with horizon scanning and scenario planning, and with the programming of delivery to achieve Vision 2028 objectives. The Strategic Planning Manager may be expected to take the lead on some of this work as required.
* To take responsibility as required or assist with the Service’s timely submission of statutory returns as allocated to this service stream, which may include or relate to HESA’s HESES, Provider Profile, and the MTFS.
* Any other duties that may be reasonably requested by the Head of Stream and/or Director of Strategic Planning.

**PERSON SPECIFICATION**

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS**

**Essential Criteria:**

* A degree or recognisable alternatives as evidence of the ability to comprehend and communicate complex ideas and issues with clarity, commissioning and/or producing complex analyses, and to practice skills in critical thinking to support decision-making (A/C/P)

**KNOWLEDGE AND EXPERIENCE**

**Essential Criteria:**

* Good knowledge and understanding of the higher and/or further education sectors, including policy and funding developments of significance for the University, ideally gained through relevant work experience within an HE institution (I/P)
* Strong competence in using Microsoft Excel to manage large volumes of data (A)
* Experience of helping and guiding senior staff as relevant including tailoring appropriate advice and feedback on activities; and experience of and skills for facilitating and mentoring the work of others through influencing, workshops, community of practice events or other activities (A/I)
* Experience of using student records and databases preferably with experience of using a SITS-based system (A)
* Evidence of ability to learn advance use of a range of software tools (Power BI, Alteryx, SQL) for data analysis, statutory returns, and insight work (A/I)

**COMMUNICATION**

**Essential Criteria:**

* Strong interpersonal, influencing, communication, and stakeholder engagement skills appropriate to the organisational context and expectations of the service (I)
* High standard of written and presentation skills, with evidence of strong ability to combine quantitative analysis with contextual policy information in shaping recommendations for senior staff, and to present these clearly and succinctly in outputs (A/I/P)

**INITIATIVE & PROBLEM SOLVING**

**Essential Criteria:**

* Can-do approach to initiate and complete focused tasks; evidence of ability to find solutions to problems imaginatively and effectively, including the use of lateral thinking; and evidence of ability to apply skills and knowledge in new contexts as appropriate (A/I).

**PLANNING & ORGANISING**

**Essential Criteria:**

* Experience of using project management techniques to plan, prioritise and organise own work and of others in fulfilling good project management practices, delivering to tight deadlines (I)

**DECISION MAKING**

* Experience of using own judgment and initiative when required, working with minimal supervision, and taking responsibility for decisions where appropriate (A/)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**A = Application form
C = Certification

I = Interview
P = Presentation
R = Research papers
T = Test