

**JOB DESCRIPTION**

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| **Job Title** | **Planning and Performance Manager** |
| **School /Service** | **Strategy and Performance** |
| **Grade** | **G** |
| **Location and Hybrid working status** | **Hybrid/Docklands** |
| **Reporting to** | **Head of Planning and Performance** |
| **Line management for** | **None** |
| **Key working relationships: Internal** | **Schools, Professional Services Directorates** |
| **Key working relationships: External** | **External Bodies/Agencies as required** |
| **Contract type/ Hours** | **Permanent (Full time)** |

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

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF STRATEGIC DEVELOPMENT AND DELIVERY**

The Strategic Development and Delivery (SDD) directorate works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond. The Directorate comprises four main portfolios:

Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement.  These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**BRIEF OVERVIEW OF THE DEPARTMENT / TEAM - STRATEGY AND PERFORMANCE**

Strategy and Performance consists of three teams: Strategy; Risk; Planning and Performance. We work closely to ensure our respective areas are informed by the expertise and skills of colleagues across the department. The broad experience and expertise across Strategy and Performance enables us to work with a wide range of colleagues across UEL. Collaboration is at the centre of Strategy and Performance, and an essential part of the Planning and Performance Manager Role.

**JOB PURPOSE**

The role will ensure the operational success of the Business Planning Round, enabling integrated institutional planning and performance management through working with the Head of Planning and Performance to improve and streamline the business planning round process and working with School and Directorate stakeholders as partners to develop and review their annual and quarterly submissions. The role also incorporates supporting key stakeholders in monitoring progress against performance metrics and utilising data to support decision-making related to business planning.

**KEY DUTIES AND RESPONSIBILITIES**

* Collation and critical analysis of business plans and supporting stakeholders to develop their submissions.
* Work with stakeholders to horizon scan for the institution, academic units and professional services in the short-medium term for their areas.
* Provide data and insight ahead of quarterly performance reviews to stakeholders and working with business performance analysts to improve data services.
* Analysis of key data sets to inform performance of academic and professional services.
* Triage of business case submissions out of cycle.
* Identification and recording of risks for the institutional risk register.
* Performance coaching stakeholders, including support for delivery of submissions to key OFS frameworks, such as TEF, REF and KEF.
* Supporting the planning cycle delivery.
* Providing clear communication and follow-up to University Executive Board and University Management Board on what is required of them.
* Facilitating events associated with the planning process.

**ACCOUNTABILITIES**

* Building stakeholder understanding and capability to develop business plans
* Supporting with portfolio data processes, especially regarding student numbers and academic quality indicators to ensure there is consistency across the use of data in lifecycle events and in performance reporting
* Leading on analysis of key datasets for the institution’s performance
* Identifying opportunities to improve and streamline the planning process
* Ensuring plans are delivered to the planning round, meeting institutional expectations
* Business performance information is integrated into business planning round submissions and performance reviews
* Student number planning and portfolio management activity

**DELIVERABLES**

* Integrated business planning round submissions - coherent plans aligned to university priorities and risks
* Business Planning Round outcome summaries, with key actions and risks
* Analysis of and reporting on university performance against a variety of metrics related to key OfS frameworks such as TEF, REF and KEF
* Data and insight led quarterly performance reports and meeting summaries, including data analysis for priority data sets
* Risk register updated quarterly from stakeholder performance reviews

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Planning and Performance Manager at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential | Desirable | Criteria assessed by |
| Experience/Knowledge |  |  |  |
| Working within HE or the wider public sector |  |  | A |
| Medium term horizon scanning |  |  | A |
| Understanding of HE business drivers and risks and their importance for strategic planning |  |  | A |
| Experienced and competent in the use of MS Office applications (specifically Word, Excel and PowerPoint) |  |  | A |
| Integrating data and insight into the business planning process, ensuring data analysis and interpretation of performance |  |  | A, P |
| Production of detailed business plans and monitoring of performance against plans using business data |  |  | A, I, P |
| Educated to degree level or equivalent qualification |  |  | A |
| Skills/Abilities |  |  |  |
| Management of senior stakeholders, and the ability to build high challenge and high respect relationships |  |  | A, I, P |
| Managing and working within a high-performance team – ability to foster good working relationships based on mutual accountability and respect |  |  | A |
| Communication and influencing skills to work collaboratively with stakeholders and enable them to consider new and different options |  |  | A |
| Understanding of and ability to apply coaching style approaches to support stakeholders’ needs |  |  | A, P |
| Synthesis of data and disparate information sets with the ability to spot patterns and trends across data and disparate information sets |  |  | A |
| Project management skills / comfort with project methodology |  |  | A, I |
| Ability to identify improvements to business activities and the delivery of the business |  |  | I |
| Stakeholder management – including identifying needs and expectations and ability to communicate clearly |  |  | I, P |
| Ability to think about the institution as a holistic entity, as well as developing a deep understanding of individual areas - and provide guidance to this effect |  |  | A, I |
| Providing a balance of challenge and coaching to sense check business plans |  |  | A, I |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.