

JOB DESCRIPTION	
Job title: Planning Support Officer (Academic Planning and Projects)	Accountable to: Senior Planning Analyst
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £34,943-£42,914	Grade: 4
Service: University Central Planning Unit (UCPU)	Location: 272 High Holborn
What is the University Central Planning Unit? The University Central Planning Unit is a University-wide department delivering a range of functions in support of strategic & operational planning and decision making	
What is the purpose of the role? The post holder's main objectives are: <ul style="list-style-type: none"> - To provide analysis and reporting for annual planning activities relating to academic plans, portfolio planning, and student number target setting - To administer and provide dedicated support for the development of the student number planning model. To include generating reporting on, and analysis of data held in the planning model alongside related student number and academic planning activities including student number and income forecasts, and scenario planning - To undertake desk based research and analysis to support academic portfolio planning, market research activities and horizon scanning 	
Duties and Responsibilities <ol style="list-style-type: none"> To administer and provided dedicated support for the development of the University's student number planning model. This will include working with the Senior Planning Analyst to: <ul style="list-style-type: none"> • Ensure the planning model is maintained, developed, documented and supports the recording of student number targets and other related student number and income forecasting activities • Undertake, test and evaluate student number scenario and forecast analyses to underpin strategic planning and assess the impacts of shifts in student numbers and strategic priorities • Provide fee income and statutory funding projections to support the allocation of resources and provide estimates of the impact of student number targets and recruitment projections on the University's funding positions • Produce reports, dashboard visualisations and overview analysis of student number planning data for Colleges and Central Services • Perform data quality tasks and resolve exception reporting to ensure the data quality of the student number planning model • Provide support and training to Colleges in the use of the student number planning model and outputs To undertake desk based research and analysis to support academic portfolio planning, market research and horizon scanning. This will include working with the Senior Planning Analyst to: <ul style="list-style-type: none"> • Source and report on market data and information required for new course proposals • Undertake desk based research in support of academic planning initiatives and UCPU projects 	

- Track key sector and subject trends and other relevant external factors in support of academic planning activities
- 3. To support the implementation and co-ordination of the University's Annual Planning Cycle, this will include support for:**
 - Student Number target setting
 - The development and maintenance of the annual planning cycle calendar
 - The Further Education Academic Planning Sub-Committee secretary in preparing paperwork and administering the committee
 - 4. As necessary, initiate and manage ad-hoc projects linked to the work of this role and / or UCPU**
 - 5. As appropriate, to work with Central Services to maintain and develop the flow of data and management information between UCPU and the relevant central function**
 - 6. As appropriate, to work with the University's colleges to ensure that they are supported by an effective central planning service**

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

- Director and Associate Directors of Planning
- Senior Planning Officers and Planning Analysts within UCPU
- Central Services / College: Admissions and Enrolment, and Marketing and Recruitment functions
- College staff with responsibilities for student number planning and financial planning

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment): n/a

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Degree or equivalent professional qualification / experience</p> <p>Knowledge and understanding of the role of data and scenario planning in decision making, and its support for high level management teams</p> <p>Ability to analyse and interpret complex data sets and develop a related narrative through the application of specialist knowledge</p> <p>Knowledge and understanding of admissions and recruitment processes and activity in the education sector would be <i>beneficial</i></p> <p>Excellent Microsoft Excel skills. Knowledge of SQL would also be <i>beneficial</i>.</p> <p>Excellent research skills and attention to detail</p>
Relevant Experience	<p>Demonstrable experience in:</p> <ul style="list-style-type: none"> • extracting, manipulating, analysing and interpreting individualised and summative datasets • using quantitative data to undertake analysis • producing management information for a variety of audiences • undertaking qualitative and desk based research and reporting on the findings
Communication Skills	Communicates effectively orally, in writing and using visual media.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Builds and maintains positive relationships with colleagues
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: 05/09/2019