

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Planning Analyst (Business Insights)	Salary: £35,884- £43,052
Grade: 5	Location: 272 High Holborn
Accountable to: Associate Director of Planning: Management Information	College/Service: University Central Planning Unit (UCPU) – Vice Chancellors Office
Terms: Permanent (Full Time)	
Purpose of the Job: To support University-wide strategic & operational planning and decision-making through the provision of management information and business intelligence reporting. The post holder will produce a wide range of quantitative and qualitative analysis; implement and support reporting solutions and produce written reports and presentations as required.	
Duties and Responsibilities 1. To undertake a range of management information and business intelligence reporting to inform decision making; this will include: <ul style="list-style-type: none"> i. Delivering an annual reporting cycle of management information and data analyses in support of : <ul style="list-style-type: none"> • UAL recruitment and admissions activities • Student enrolments and profiling the student body including widening participation and diversity monitoring ii. Supporting the use of predictive analytics to inform the admissions cycle iii. Establishing an annual publication cycle for data analyses and reporting in line with the post-holder's responsibilities iv. As required support management information and business intelligence reporting across the range of activities supported by the UCPU 2. To support planning activities and inform decision making through the provision of data insights: <ul style="list-style-type: none"> i. Analysing sector data and trends to provide comprehensive subject and competitor reports and insights ii. Supporting the implementation of strategic and operational plans and university-wide projects through the provision of data analyses; desk based research and horizon scanning iii. Developing the range and scope of external information sources used by the UCPU and the wider university to inform planning activities ensuring that data is relevant and accessible (e.g. sector datasets, economic/industry data, demographics) iv. As required, supporting the development of institutional research briefs and the commissioning and/or conducting of primary research 3. To develop and maintain dashboard reporting related to the areas of analysis covered by the role; including establishing data sources, configuring dashboards, consultation and testing with key users and ongoing support. 4. To ensure the effective dissemination of outputs generated through the role, ensuring that information resources are co-ordinated and accessible to UPCU staff and the wider institution as appropriate. 5. To contribute to the overall data quality of the student record, providing feedback and guidance as appropriate to key stakeholders on student data related issues.	

6. In conjunction with UCPU colleagues, to provide planning support, management information, data analyses and briefing reports for the Executive Board, University Committees and related working groups in relation to the work of the Unit and relevant external policy. As and when required to present findings of reports and analysis outcomes to internal stakeholders.
7. To acquire and maintain specialist knowledge relevant to the role including the strategic and operational requirements of the University/UCPU, the requirements of external agencies/statutory bodies and external metrics and apply this knowledge to the role and inform the wider university community.
8. To attend internal meetings relevant to the role, these will include planning meetings with Colleges and Central Services, and as appropriate membership of any groups which meet to discuss recruitment and admissions issues.
9. As necessary, initiate and undertake ad-hoc projects linked to the work of this role and/or the UCPU
10. To work with Central Services to maintain and develop the flow of data and management information between UCPU and relevant central functions.
11. To work with the University's Colleges to ensure that they are supported by an effective central planning service.

General

12. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
13. To undertake health and safety duties and responsibilities appropriate to the role
14. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
15. To undertake continuous personal and professional development through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
16. To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness
17. To conduct all financial matters associated with the role in accordance with 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, Planning Analysts and Planning Support officers within UCPU
- Central Services senior staff and College Managers/Planners
- Central/College: Admissions & Enrolment and Marketing & Recruitment functions
- Academic Registry staff

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

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Person Specification

Specialist Knowledge/Qualifications	<ul style="list-style-type: none">• Degree or equivalent professional qualification /experience. Relevant Postgraduate qualification is desirable.• Detailed knowledge of data and reporting requirements in Higher Education and/or a related field• Knowledge of the requirements of statutory returns (e.g. Student HESA)• Knowledge and understanding of admissions and recruitment process and activity in the education sector• Knowledge and understanding of the role of data in decision making, and its support for high-level management teams• Advanced working knowledge of Microsoft Excel• Advanced working knowledge of Microsoft Access• Working Knowledge of data reporting tools• Knowledge of SQL would be desirable
Relevant Experience	<ul style="list-style-type: none">• Significant experience of successfully undertaking quantitative data analysis in support of a major organisation and producing related reporting narratives and business insights• Experience of strategic planning processes in Higher Education or a related/comparable field• Experience of analysing and interpreting datasets to inform planning activities• Experience of undertaking desk based research to support and inform reporting activities• Experience of developing data reporting using software solutions
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds and maintains positive relationships with students or customers

Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems