Planning Officer
Registrar's and Planning

Closing date: 3 December 2017
Interview date: TBC
Vacancy reference: 6213
INTRODUCTION

The Planning team works with academic departments of the University to develop ambitious academic plans that balance research, student experience and recruitment, finance and staffing. Planning Officers work closely with Heads of Departments and their management teams, Management Accountants, Operations Managers and Deans of Faculty to support departments in developing and delivering their strategic plans.

Over the coming years, the team will be involved in a number of major change projects, including contributing to and leading workstreams within the Online Learning Project. This fixed-term post will be crucial to ensuring the team can contribute effectively to these projects while continuing to provide a high quality advisory service to academic departments. This is an exciting opportunity to join a team that helps the University achieve its strategic goals and navigate a fast-moving higher education sector.
Main purpose of the role

The post-holder will split his/her time between activities related to the planning and budgeting work of academic departments and professional support services, where he/she will work closely with Deans of Faculty and a range of colleagues in other roles within the support services, and project and governance activities related to the wider role of the Planning Office. The work will involve working face-to-face with a wide range of individuals at all levels, as well as the analysis of data and written work in support of projects, working groups and/or committees.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Working as advisors to and facilitators with a range of academic departments and services through the annual planning and budgeting cycle, including:
- explaining internal and external funding contexts
- exploring academic solutions that can reconcile academic and financial objectives
- discussing implications of particular courses of action in response to financial targets
- generating management information or co-ordinating the provision of such information by others
- working with other support directorates to follow through actions arising from five-year planning meetings
- Working with Deans of Faculty to enhance the academic and financial performance of departments, including:
- regular bilateral meetings with the relevant Dean to discuss issues in relation to departments within the relevant academic cluster
- working on cross-departmental issues
- resolving departmental issues
- contributing to Dean’s Support Group meetings
- attendance at long-term planning meetings of relevant departments
- Briefing other senior managers (such as Deputy and Pro Vice Chancellors, Directors of Professional Services) face-to-face, in meetings and in writing on current issues facing the academic departments for which they are the planning contact and on the departments’ plans for addressing these issues.
- Undertaking project and/or governance related work within the Planning Office or across departments/directorates, including leading workstreams within the Online Learning Project
- Forming and working in cross-service groups to tackle both strategic and tactical issues facing academic departments, identifying rapid solutions and managing their implementation
- Working with members of the University Executive Board (UEB) and others to develop and implement University policies and strategies, with and through committees serviced by the Planning Officer and other members of the Planning Office, responding to internal and external requirements and developments across the sector
- Undertaking analysis of complex information and data sets and providing reports to inform strategic planning at departmental and university level, for example, work with departments on responding to changes in the external environment, undertaking ad hoc analyses using HESA (Higher Education Statistics Agency) data; development of premium fee arrangements with departments

Relationships and Key Accountabilities

- The Planning Officer will report to the Director of Corporate Planning, but work closely with one or more of the Faculty Deans and senior Professional Services staff
- The postholder will work closely with senior and other staff in Registrar’s and Planning, Student Recruitment and Admissions, Finance, Research and Enterprise, and academic departments and groups.
- The postholder can expect to play a substantive role with regard to a number of ad hoc project teams
# PERSON SPECIFICATION

## Qualifications

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<tr>
<th>Qualification</th>
<th>Essential/Desirable</th>
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<tbody>
<tr>
<td>Degree level qualification (or equivalent)</td>
<td>Essential</td>
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<td>Minimum GCSE A-C in Mathematics and English (or equivalent)</td>
<td>Essential</td>
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<td>Other qualifications relevant to the post</td>
<td>Desirable</td>
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## Knowledge

<table>
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<th>Topic</th>
<th>Essential/Desirable</th>
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<tr>
<td>A broad understanding of the current higher education environment gained from experience in current or previous roles</td>
<td>Essential</td>
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<td>Knowledge and experience of the University’s structure and procedures</td>
<td>Essential</td>
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<td>An understanding of the major issues faced by academic departments in delivering their academic and financial plans</td>
<td>Essential</td>
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<td>An understanding of University data reporting requirements and key data sources (e.g. HESA, UCAS)</td>
<td>Desirable</td>
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<td>An understanding of the SITS student records package or other University business systems</td>
<td>Desirable</td>
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<td>An understanding of the use of data visualisation software (e.g. Tableau) and its potential application in the area of academic and financial planning</td>
<td>Desirable</td>
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<td>An outline understanding of legislation, such as Freedom of Information Act, Data Protection Act</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential/Desirable</th>
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<td>The ability to work to tight deadlines, handle multiple projects and operational duties simultaneously, balancing and prioritising workload within these and managing expectations of clients. High levels of numeracy and a good standard of written English.</td>
<td>Essential</td>
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<td>The ability to communicate effectively with a wide variety of staff at senior and junior levels face to face, over the phone and in writing.</td>
<td>Essential</td>
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<td>The ability to work independently, using considerable initiative</td>
<td>Essential</td>
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<td>Excellent organisational skills</td>
<td>Essential</td>
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<td>A very high attention to detail</td>
<td>Essential</td>
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<td>Good analytical &amp; problem-solving skills</td>
<td>Essential</td>
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<td>The ability to work effectively with others</td>
<td>Essential</td>
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<td>Able to demonstrate the potential to lead a small project team</td>
<td>Desirable</td>
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PERSON SPECIFICATION

Experience

At least three years’ experience in a higher education or public sector setting, in either a central or departmental role

Experience in the use of Excel and standard Microsoft Office applications (or equivalent software) for data manipulation and transformation

Experience of delivering presentations to internal or external audiences

Experience of writing reports or minutes etc.

Personal attributes

A positive, confident, energetic, professional and thorough approach to work.

A commitment to the provision of an excellent customer service

An ability to establish and nurture productive and collaborative working relationships across a large and structurally complex organisation and to respect confidences.

An ability to remain calm under pressure and to represent the Planning Office effectively in difficult situations.
THE DEPARTMENT

The Planning Office supports the strategic planning of academic departments, develops management information to support departmental and institutional decision-making, and undertakes reviews of processes across the University with a view to improving the quality and cost-effectiveness of activities that support academic delivery.

We are a small but critical central team which has very close links to senior management and aids the University by helping it navigate turbulent policy and market environments. We provide a key liaison role between academic departments and University committees and governance structures such as Planning Committee, Finance and Policy Committee, and University Executive Board.

We have four main teams: the Planning team (in which this role sits) which is the main link with departments, the Business Intelligence Unit which develops management information and visual business analytics to support and inform decision making, the Operations Managers who carry out process reviews and provide operational management support to Faculties, and the Governance and Legal team who support the Registrar and Secretary in supporting the top-level governance bodies of the University and student related legal issues and complaints.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6213
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 December 2017.

What will I need?
We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to Alistair.knock@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835