Planning Officer
Registrar’s and Planning

Closing date: 28 October 2018
Interview date: 14 November 2018
Vacancy reference: 7069
INTRODUCTION

Planning Officers are key roles in the University's Corporate Services team, reporting to the Director of Planning. Working with senior academic and professional services colleagues across the University, Planning Officers facilitate and advise on the development of strategic plans and assist in the delivery of key University projects.
Main purpose of the role
Planning Officers help to facilitate and coordinate the development of strategic plans across the University and provide professional, strategically-focused advice to assist in the delivery of key University projects. More specifically, the role of Planning Officer is to:

- Provide trusted and effective business partnering that ensures decisions and delivery are joined up across the University and in relation to the external environment.
- Facilitate the identification of choices through blue sky thinking, horizon scanning, sector awareness and scenario planning.
- Assist departments in navigating the choices and opportunities that enable the successful delivery of the University Strategy and related strategies.
- Coordinate the continuous review of the choices made in strategy development and delivery.
- Present a sound evidence base and recommendations for option appraisal and decision making and provide effective measurement of impact and risk.
- Provide advice to departments and project teams on governance and policy.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)
Working as advisors and facilitators with a range of departments to develop strategic plans, including:

- Explaining internal and external funding and market contexts
- Exploring solutions that can reconcile strategic and financial objectives
- Discussing implications of particular courses of action in response to financial targets
- Interpreting management information as required to inform strategic thinking
- Working in support of Dean to enhance the performance of departments, including:
  - Active membership of the Dean’s Support Group, which also includes the Faculty Finance Manager, Faculty HR Partner, Faculty Operations Manager and the Associate Deans for Research and Teaching, Learning and Students.
  - Assisting the Dean to resolve departmental and cross-departmental issues
  - Briefing other senior managers (eg Deputy VC and PVCs, Professional Support Services Directors) 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.

Also:

- Undertaking project and/or governance related work within the Planning Office or across departments/directorates. For example, working with colleagues in Student Recruitment and Admissions during A-level confirmation week, undertaking data analysis to inform the University’s Access Agreement, assisting in the compilation of the University’s Unistats statutory data return
- Working with members of the University Executive Board 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

- Working with the Business Intelligence Unit to undertake analysis and interpretation of complex information and data sets and providing reports to inform strategic planning at departmental and university level. For example, development of premium fee arrangements with departments, understanding impacts on league table positions and interpreting market appraisals.

The above list of duties is not exhaustive and is subject to change. The post-holder may be required to undertake other duties within the scope and grading of the post.
## PERSON SPECIFICATION

### Qualifications

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<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tr>
<td>Essential</td>
<td>A general education to include three good passes at A level, or an equivalent educational qualification, or relevant experience</td>
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<td>Essential</td>
<td>Minimum GCSE A-C in Mathematics and English (or equivalent)</td>
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### Knowledge

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<tr>
<td>Essential</td>
<td>A broad understanding of the current higher education environment gained from experience in current or previous roles (see Experience below)</td>
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<td>Essential</td>
<td>A thorough knowledge and understanding of the principles involved in service provision and functions within a large, complex organisation</td>
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<td>Desirable</td>
<td>An understanding of the major issues faced by universities, faculties, academic departments and/or schools in delivering their academic and financial plans</td>
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<td>Desirable</td>
<td>An understanding of University data reporting requirements and key data sources (eg HESA, UCAS)</td>
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<td>Desirable</td>
<td>An understanding of the use of data visualisation software (eg Tableau) and its potential application in the area of academic and financial planning</td>
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<td>Desirable</td>
<td>An outline understanding of legislation, such as Freedom of Information Act, Data Protection Act</td>
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### Skills, abilities and competencies

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<tr>
<th>Essential / Desirable</th>
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<tr>
<td>Essential</td>
<td>Excellent communication skills both oral and written, including the ability to draft high level reports and plans in a clear and concise way and speak clearly and fluently with all levels of the organisation in a compelling and persuasive manner</td>
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<td>Essential</td>
<td>Ability to develop and maintain positive, trusted and professional working relationships at all times and with staff at all levels and backgrounds across the University. Also interacting with stakeholder groups and individuals sensitively, effectively and equitably whilst also being able to challenge and be innovative when required.</td>
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<td>Essential</td>
<td>Ability to nurture and develop respect amongst senior colleagues, through an understanding of the issues and challenges that face leaders and the institution as a whole</td>
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<td>Essential</td>
<td>Ability to develop and deliver strategy and action plans with engagement of stakeholders</td>
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<td>Essential</td>
<td>Excellent organisational skills and 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</td>
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<td>Essential</td>
<td>High levels of numeracy, good analytical and problem-solving skills and a very high attention to detail</td>
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<td>Essential</td>
<td>Ability to work independently, using considerable initiative</td>
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<td>Desirable</td>
<td>Able to demonstrate the potential to lead a small project team</td>
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## PERSON SPECIFICATION

### Experience

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<tr>
<td>Essential</td>
<td>Experience of working in a senior role in a large, complex organisation</td>
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<td>Essential</td>
<td>Experience in the use of Excel and standard Microsoft Office applications (or equivalent software) for data manipulation and transformation</td>
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<td>Desirable</td>
<td>At least three years’ experience in a higher education setting in either a central or departmental, school or faculty role</td>
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<td>Desirable</td>
<td>Experience in the use of G Suite (Google) applications (or equivalent software)</td>
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<td>Desirable</td>
<td>Experience of delivering presentations to internal or external audiences</td>
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<td>Desirable</td>
<td>Experience of writing reports and/ or minutes</td>
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### Personal attributes

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<td>Essential</td>
<td>A positive, professional, confident, energetic and thorough approach to work.</td>
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<td>Essential</td>
<td>Ability to keep calm and remain professional and focused under pressure</td>
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<td>Essential</td>
<td>A commitment to the provision of an excellent customer service</td>
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<td>Essential</td>
<td>A high level of professionalism and understanding of the need to respect confidences and confidentiality</td>
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THE DEPARTMENT

The Planning Office supports the strategic planning of academic and professional service departments, develops and interprets management information to support departmental and institutional decision-making as well as supporting key institutional strategic horizon scanning in support of the University’s ambitions.

A small but critical central team, it has very close links to senior management and aids the University by helping it navigate turbulent policy and market environments. A key role is providing liaison between academic departments, professional services and relevant University committees and governance structures such as Planning Committee, Finance Committee, and University Executive Board in terms of strategic planning considerations.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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](http://www.visityork.org) for more information on the city of York.

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.

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.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 7069
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 28 October 2018

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 Rebekah Desport via email at: rebekah.desport@york.ac.uk

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835