Strategic Planning Partner

Department: Planning & Risk
Hours of work: Full-time, 37 hours a week
Contract type: Open & Fixed-Term contract available
Salary: Grade 8, £53,353 - £61,823 a year
Introduction

Strategic Planning Partners are key roles in the University’s Planning and Risk Directorate, reporting to the Director of Planning and Risk. Working with senior academic and professional services colleagues across the University, Strategic Planning Partners lead on the development of strategic options and plans and the design of key University initiatives.

This work is critical to enabling the University to plan and manage strategically in the context of the University Strategy 2030.

Main purpose of the role

Strategic Planning Partners horizon scan and provide analyses, management information and business intelligence to support institutional strategic decision-making, business planning and continuous improvement. Working with colleagues across the institution to help deliver transformation and strategic programme management.

Strategic Planning Partners lead on the development of strategic options and plans and the design of key University initiatives. The role maintains an overview of good practice on institutional planning including development of strategies, strategic plans and related KPIs, and using insight from this to make recommendations about improvements in our strategy and planning activities.

More specifically, the role of Strategic Planning Partner is to:

- Work with senior sponsors to develop the University Strategy, facilitating and leading the development of specific organisational strategic plans.
- Work with senior sponsors to answer key strategic questions and challenges.
- Identify opportunities, threats and options through blue sky thinking, horizon scanning, sector awareness and scenario planning.
- Assist the university 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.

Key responsibilities

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

1. Role Specific Responsibilities

Working as advisors and facilitators to develop strategic plans, including:

- Explaining internal and external funding and market contexts
- Exploring solutions that can reconcile strategic objectives
- Discussing risks and implications of particular courses of action
- Interpreting management information as required to inform strategic thinking
- Monitoring and reviewing strategic plans and suggesting improvements, mitigations, alternatives and further options, as appropriate, to ensure that University level strategic options will be met
• Assisting the Director of Strategy and Risk in the development of the process associated with the University's Strategic Plan, which drives and supports delivery of organisational strategic targets
• Working with the Finance and Professional Support Services to ensure a strategic fit between institutional planning and development initiatives and the University’s budgets and operational plans.
• Undertaking project related work across the University
• Working with members of the University Executive Board and others to develop and implement University policies and strategies, with and through committees, 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

2. University of York Responsibilities for Grade 8

Service and Operational Delivery
• Through effective leadership, establish a clear vision and set of goals for the service delivery team.
• Ensure that appropriate management systems are in place to support the team and enable them to effectively deliver current and future service requirements.
• Lead delivery of a substantive and/or complex range of services.
• Engage with key stakeholders to influence opinion, delivery and reputation of services.
• Monitor, evaluate and provide feedback on the performance of the operational area and take necessary action to improve the service, including identifying training needs for the team.
• Horizon scan to identify opportunities to improve the efficiency of service operation.
• Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

Continuous Improvement
• Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
• Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
• Apply leadership and expertise to identify, understand and resolve significant, longer term or complex problems.
• Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge, organising bespoke training or development opportunities for the team.

Specialist Contribution
• Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
• Design and deliver training sessions in relation to own subject area to the broader team and/or the University.
• Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
• Provide expert professional subject knowledge and problem-solving skills, sharing knowledge with the
team or wider University population as needed.

- Apply technical expertise/analysis to high-level problem resolution, provide technical judgement to guide decision making.
- Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.

Collaboration and Communication

- Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
- Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
- Develop and encourage mutually beneficial internal/external working relationships.
- Identify and develop opportunities for communities of practice and knowledge sharing.

Governance and Oversight

- Promote and develop a deep understanding of organisational policy and regulations.
- Manage quality and regulatory audit process.
- Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
- Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
- Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.
- Ensure a safe and secure work environment; take responsibility for health and safety considerations through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
- Significant input to long term strategic planning.
- Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.
## Person specification

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<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>Higher degree or relevant professional qualification</td>
<td>Desirable</td>
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<tr>
<td><strong>Skills - demonstrates the ability to:</strong></td>
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<tr>
<td>Draft and implement strategy and policy in a large and complex organisation</td>
<td>Essential</td>
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<td>Manage information gathering, define current state and develop road maps to achieve strategic goals; appreciating short versus long term impacts</td>
<td>Essential</td>
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<td>Problem solve and make difficult decisions to achieve results</td>
<td>Essential</td>
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<td>● question traditional assumptions and design solutions that raise expectations about institutional performance</td>
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<td>● understand the wider strategic picture and translate into operational delivery</td>
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<td>● think laterally and create new and imaginative strategic and operational approaches</td>
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<td>Navigate, handle, and actively deal with ambiguity and uncertainty.</td>
<td>Essential</td>
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### University of York Person Specification for Grade 8

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<tr>
<th>Qualifications:</th>
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<tr>
<td>Level 6 qualification. (Qualifications at this level include a degree. Please <a href="#">view the full list</a>. We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.</td>
<td>Essential</td>
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<tr>
<td><strong>Skills - demonstrates the ability to:</strong></td>
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<td>Lead people - providing vision, motivation, inspiration and direction</td>
<td>Essential</td>
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<td>Lead large-scale projects</td>
<td>Essential</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
<td>Essential</td>
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<td>Communicate to engage and influence others</td>
<td>Essential</td>
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### Behaviours:

<p>| Works collaboratively with others | Essential |
| Delivers a quality service | Essential |
| Develops self and others | Essential |</p>
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<th>Actively champions respect, inclusivity, equality and diversity</th>
<th>Essential</th>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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