

# Planning & Performance Manager



## ROLE DESCRIPTION

### GRADE

Grade 6

### LOCATION

Sighthill Campus,  
Edinburgh

### LINE MANAGER

Head of Planning &  
Business Intelligence

### ROLE SUMMARY

To take a lead role in managing and enhancing strategic planning activities across the University. The role holder will work alongside senior members of the department, advising and making recommendations to the Head of Planning and Business Intelligence and the University Leadership Team.

Working with key colleagues in academic Schools and Professional Service departments, the post holder will facilitate an integrated approach to corporate planning. You will be responsible for managing the student number population to ensure it meets Scottish Funding Council targets and you will play an important part in shaping the University's academic portfolio to ensure that it is forward-facing and aligned to the strategic goals of the University.

Working with the reporting team, you will lead and improve the quality and provision of management information with a specific focus on developing planning and forecasting solutions for integrated planning. You will manage a small team responsible for student number and tuition fee planning, statutory returns, horizon scanning and management information reporting.

### LINE MANAGEMENT RESPONSIBILITY FOR:

2 x Planning and Performance Officers

## MAIN DUTIES AND RESPONSIBILITIES

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- To lead and co-ordinate the corporate planning and reporting activities of the University, including development and articulation of strategic plans, monitoring of progress and reporting against Key Performance Indicators.
- To lead and co-ordinate the student population planning cycle, including leading on the confirmation and agreement of student number intake targets and tuition fee income, monitoring and reporting. Managing the student population and intakes to meet Scottish Funding Council targets and working with colleagues within the department and across the University to ensure that the academic portfolio is aligned to the University's Strategy.
- To lead and manage the work of the Planning and Performance Officers, with responsibility for ensuring that all management information reports and outputs are produced in a timely, accurate and actionable way.
- To lead on modelling, forecasting and scenario planning, including student number forecasting and integrated planning solutions. To lead on the development of models that provide a holistic view of the University's performance and how this will impact on the University's strategy. To integrate assumptions and intelligence from external funding bodies into internal forecasting models.
- To support the Head of Planning to continually develop and implement an integrated planning cycle, providing analysis of planning submissions across the University. To ensure that planning submissions are in-line with the strategic direction of the University and that outcomes of plans are effectively measured, monitored and reported.
- To support the development of the University's academic portfolio by providing expert advice, analysis and evaluation of trends, market conditions and new opportunities yet to be fully developed, working in conjunction with Academic Schools and other Professional Service departments.
- Responsible for the accuracy, consistency of management information and data from the department, ensuring that effective controls are developed and implemented to improve quality of outputs.
- Improve league table position of the University through the enhancement and submission of statutory returns. Co-ordinate work within Planning and Business Intelligence to ensure that submissions to external bodies are accurate and timely e.g. TRAC, funding returns. Liaise with external bodies such as Scottish Funding Council (SFC) and Higher Education Statistics Agency (HESA) where appropriate.
- Independently carry out appropriate high-level analysis, evaluation and modelling, on a wide range of planning and performance data and produce appropriate reports and papers.
- To develop and co-ordinate an external horizon scanning capability within the department.
- Support and coach the development of team members and contribute to the wider objectives of the planning and business intelligence team.
- To perform any other duties, as requested by The Head of Planning & Business Intelligence, consistent with the role.
- Role model the University's values & behaviours.

- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

### EDUCATION / QUALIFICATIONS

- |  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| • A degree in a relevant discipline or equivalent relevant work experience | ✓         |           |
| • Relevant postgraduate or professional qualification                      |           | ✓         |

### SKILLS / EXPERIENCE

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|---|---|--|
| • Experience of working in a strategic planning office, providing management information and intelligence to senior management to inform and influence decision-making.   | ✓ |  |
| • Experience of working with large datasets and interpreting and presenting key findings.   | ✓ |  |
| • Experience of analysing, writing and contributing to papers that concisely deliver senior management with information that should be used in the decision-making process.   | ✓ |  |
| • Experience of developing innovative and cost-effective solutions for the delivery of new management information that improve strategic and operational decision-making.   | ✓ |  |
| • Experience of managing and co-ordinating a number of different projects simultaneously.   | ✓ |  |
| • Excellent written and oral communication skills including the ability to write concise papers to inform and persuade senior decision-makers in the University. Ability to summarise and communicate complex issues. | ✓ |  |
| • Accuracy and excellent attention to detail.   | ✓ |  |
| • Excellent project management, organisation and time management skills.  | ✓ |  |
| • Good interpersonal skills and ability to work flexibly, on own initiative and as part of a team.  | ✓ |  |



	ESSENTIAL	DESIRABLE
• Excellent IT skills, including advanced knowledge of MS Excel.	✓	
• Experience working in a University.		✓
• Experience of reviewing strategic plans in a large organisation and linking to strategic objectives.		✓
• Experience of developing a performance measurement and monitoring framework to monitor progress of plans.		✓
• Experience of developing planning and forecasting tools that integrate different sources of corporate information		✓
• Experience of student number planning and reporting through Business Intelligence tools.		✓
• Experience of people management		✓
• Experience of negotiating and influencing people across a large organisation.		✓
• Experience of developing forecasting and planning tools		✓