

# Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

## JOB DESCRIPTION

<b>Job title</b>	Head of Strategic Planning
<b>School/Department</b>	Strategic Planning and Development
<b>Location</b>	Paisley campus with travel to other campuses to meet the business needs
<b>Reporting to</b>	Director of Strategic Planning and Development
<b>UWS grade</b>	SS1
<b>FTE</b>	1

### Job summary

Working closely with the Director of Strategic Planning and Development, you will provide leadership across the University's range of strategic planning activities, responsible for identifying and analysing critical issues and for providing evidence-based briefings and insight on a wide range of topics to support the strategic management of the University.

You will take a leading role in the monitoring, review and reporting process for key strategic performance targets, aligning and articulating performance in the context of the University strategic risk register.

The post holder will be responsible for the University's business intelligence capacity and capability across all aspects of UWS delivery, working effectively across the institution to ensure compelling, accessible management information to underpin decision-making. With a keen insight to the broader policy environment, you will research and prepare briefings for the Vice-Chancellor's Executive Group and Court, monitoring and briefing on performance and reporting on implementation of the University's Strategy 2025 and joining at an exciting time to play a leading role in supporting the development of Strategy 2030.

As the Head of Strategic Planning and Development, you will have significant responsibility for liaison with external funders and regulators, particularly SFC and HESA, with functional oversight of statutory returns made by the University and provide analysis and insight of the wider implications of these returns for the University.

You will be a dynamic leader and will provide proactive insight and instigation to continual progress and development in key areas such as portfolio development, learner analytics, performance management and institutional efficiency.

### People & finance responsibilities

<b>People</b>	The postholder will lead a team of c. 10 professional staff and have a leadership role in strategy and planning across the university.
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	The postholder may at times lead cross-institutional projects and will be expected to effectively manage matrix working relationships.
<b>Finance</b>	<p>The postholder will be a budget holder, managing staffing and operating costs to enable the effective delivery of the strategic planning functions.</p> <p>Annually, the postholder will prepare and then negotiate the departmental budget.</p> <p>The postholder may at times lead cross-institutional projects and will be expected to effectively manage any project budget.</p>

## Key responsibilities

<ul style="list-style-type: none"> <li>• Develop and lead the process associated with the University's Strategy which drives and supports delivery of strategic targets</li> <li>• Support the implementation of the UWS thematic plans, providing senior support to executive leaders in monitoring, evaluating and reporting on progress at school, professional service and institutional level</li> <li>• Manage the UWS performance framework (KPIs) - monitoring, evaluating and reporting on progress in achieving performance targets at school, professional service and institutional level, aligning and articulating performance against strategic risk</li> <li>• Coordinate the process for the planning and budgeting cycle which sets strategy and resource requirements on a three-year planning horizon, in partnership with Finance, for all schools and services, providing data and insight to inform effective decision-making across the University</li> <li>• Oversee the institution-wide approach to data and analysis and take functional leadership of the University's business intelligence tool (Qlik), ensuring engagement across the University in accessing and utilising data in decision-making</li> <li>• Drive developments in the academic portfolio, drawing on insightful analytics and judgement, to support UWS student growth strategies</li> <li>• Secure appropriate analytical data from student evaluation, student engagement and external measures (e.g. university league tables) to provide insight and provide guidance on UWS performance and propose actions that may positively influence that performance</li> <li>• Support the Director of Strategic Planning and Development in engagement with the Scottish Funding Council, and with Scottish Government to ensure policies affecting institutional funding are understood by the University community and the University is able to respond to changes in the funding model and optimise opportunities to attract additional funding, including through the Outcome Agreement process</li> <li>• Take oversight of all statutory returns across the University, ensuring adequate analysis of the likely impact of those returns has been undertaken prior to</li> </ul>
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submission and that data has been appropriately optimised (in addition to assuring accurate and timeous submission)

- Proactively develop concise and insightful briefing papers for the University's Executive Team on a range of emerging policy issues and developments that may influence UWS strategy

## Job scope

<p><b>Framework for planning and organising</b></p>	<ul style="list-style-type: none"> <li>• The post holder will work closely with the Director of Strategic Planning and Development on institutional-level strategic planning that has a horizon over a 10-15-year period.</li> <li>• The objectives of the post are agreed in collaboration with the Director of Strategic Planning and Development and will be in line with University strategy.</li> <li>• The core work elements of the job will be planned, managed and prioritised by the post holder taking into account cost / income targets and timescale implications, resource and skills requirements.</li> <li>• The service will be managed by the job holder, and they work independently using their initiative within the guidelines set by the University/legislation/professional bodies</li> </ul>
<p><b>Decision making</b></p>	<ul style="list-style-type: none"> <li>• You will be responsible for the management of, and creation where required, policy and procedures for strategy, planning, data management and leading the implementation of these across the university</li> <li>• You will exercise significant delegated authority to make decisions and judgements directly related to the Strategic Planning department and on university-wide decisions aligned to key responsibilities (e.g. in negotiations with external partners)</li> <li>• You are required to be highly self-motivated and to exercise considerable initiative in order to achieve the targets agreed with the Director of Strategic Planning and Development.</li> </ul>
<p><b>Working relationships</b></p>	<ul style="list-style-type: none"> <li>• The post holder will work closely with the Director of Strategic Planning and Development and other senior UWS colleagues</li> <li>• You will work closely with colleagues to ensure the effective, timely and accurate provision of insight and analytics and concise briefings to the Executive and other senior colleagues</li> <li>• External relationships are diverse across a range of external bodies, and range in nature. You will be expected to maintain a strong external network and to effectively represent the University in a range of formal and informal situations. In particular you will be expected to develop strong relationships with the Scottish Funding Council through which the UWS Outcomes Agreement</li> </ul>

is negotiated and reported; and HESA through which the majority of the University's statutory returns are made. You will also be expected to build effective networks across the HE sector to help inform UWS' approaches to strategic planning.

## PERSON SPECIFICATION

### Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	<ul style="list-style-type: none"> <li>A degree or relevant experience</li> </ul>	
Desirable	QD1 QD2	<ul style="list-style-type: none"> <li>A relevant postgraduate qualification or appropriate professional membership (e.g. Chartered Management Institute, Association of University Administrators)</li> </ul>	

### Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<ul style="list-style-type: none"> <li>Extensive experience of working in a senior role within a strategic planning environment</li> <li>Proven ability to analyse, interpret, present and clearly communicate complex briefings to colleagues at all levels in an organisation through production of concise and insightful briefing notes and papers</li> <li>A track record of achievement in the drafting and implementation of plans or policies in a large and complex organisation</li> <li>Significant professional experience in policy analysis and evaluation</li> <li>Experience of operating with a high degree of credibility at a senior level within an organisation</li> <li>Evidence of the ability to successfully meet challenging targets and planned objectives</li> <li>Possess broad administrative experience including leading a significant business unit, including financial accountability</li> </ul>	
Desirable	ED1 ED2	<ol style="list-style-type: none"> <li>Experience of strategic planning in a higher education environment</li> </ol>	

## Skills and Knowledge

			Evidence A = Application I = Interview
Essential	SE1 SE2	<ul style="list-style-type: none"> <li>• Demonstrable strategic leadership and project management skills</li> <li>• Excellent problem solving and analytical skills; with an ability to clearly communicate complex information in written and oral briefings</li> <li>• Excellent management and leadership skills with a proven capacity to engage and motivate staff as well as a proven aptitude in enabling and management of performance</li> <li>• Exceptional written and oral communication skills – demonstrable evidence of your ability to construct concise and compelling briefings is essential</li> <li>• Strong negotiating and influencing skills and ability to apply these skills at all levels of the organisation, and with relevant external bodies, to shape future policy and processes</li> <li>• Confidence and capability in data management principles and their application in delivering effective business intelligence</li> </ul>	
Desirable	SD1 SD2		

## Behaviours

			Evidence A = Application I = Interview
Essential	BE1 BE2	<ul style="list-style-type: none"> <li>• A creative thinker who is approachable and has a high level of personal integrity.</li> <li>• A person with an inclusive approach to leadership, empowering others to succeed.</li> <li>• A strategic thinker who translates strategy into effective action.</li> </ul>	
Desirable	BD1 BD2		

Created/Updated (mm/yy):	
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