

## JOB DESCRIPTION

**Job Title:** Strategic Planning Analyst

**Grade:** SG7

**Department:** Strategic Planning

**Responsible to:** Head of Strategic Planning

**Standard Occupational Classification (SoC code):** 3544

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### PURPOSE OF ROLE

The Strategic Planning Analyst plays a key role in leading defined areas of institutional performance reporting, analysis, and planning support.

The postholder will exercise professional judgement in determining appropriate analytical approaches and delivering outputs that provide clear interpretation and actionable insight to support strategic decision-making.

The role operates with a high degree of autonomy and acts as an analytical lead for designated planning and performance domains.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Perform in-depth analysis to identify trends and patterns across a variety of strategic datasets, including student continuation, completion, and awarding outcomes.
- Provide insight and recommendations based on analysis –highlighting areas for improvement and potential risks.
- Develop and maintain a variety of reports to effectively communicate with technical and non-technical stakeholders.
- Contribute to the implementation of data governance and data strategy initiatives, taking responsibility for agreed analytical deliverables.
- Contribute to institutional planning and performance management processes, including supporting student number planning and KPI monitoring.
- Maintain documentation around areas of responsibility.
- Represent the Strategic Planning team in relevant committees and Higher Education sector organisations.

**Generic:**

- Build and maintain effective working relationships across the university.
- Maintain up-to-date knowledge of sector developments and regulatory requirements relevant to planning.
- Contribute to cross-team projects and continuous improvement initiatives within the team.

**Managing Self:**

- Manage competing priorities, reporting deadlines and ad-hoc requests.
- Anticipate analytical requirements and pro-actively plan workload.
- Work independently and as part of a team.

**Core Requirements:**

- Adhere to the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety, Data Protection and Equality Legislation.
- Adhere to the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, reflecting the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

This role is on a two-year fixed term basis. Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Strategic Planning delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Accuracy and timeliness of analytical outputs and reporting.
- Demonstrable impact of analysis on decision making.
- Positive feedback from stakeholders on responsiveness and value of insight.

**Freedom of speech and academic freedom:**

In any matter falling under this job description, the university will have particular regard to, and place significant weight on, the importance of freedom of speech within the law, academic freedom, and tolerance for controversial views in an educational context or environment.

The University's commitments to freedom of speech and academic freedom are set out in the [Freedom of Speech Code of Practice](#). In the event of any conflict between this job description and the Freedom of Speech Code of Practice, the Freedom of Speech Code of Practice will take precedence.

## PERSON SPECIFICATION

### EXPERIENCE:

#### Essential Criteria

- Substantial experience in an analytical or Business Intelligence role.
- Experience leading analytical projects or reporting areas.
- Communicating complex data findings to non-technical stakeholders and senior management.
- Knowledge of GDPR and data security issues.

#### Desirable Criteria

- Experience working in Higher Education or another complex regulatory environment.
- Experience in developing data analysis pipelines using Microsoft Fabric or similar tools.
- Experience creating data visualisation using Power BI or similar tools.

### SKILLS:

#### Essential Criteria

- Ability to work in cross-functional teams in a collaborative manner.
- Strong analytical and critical thinking skills.
- Capability to identify and address organisational challenges using data-driven approaches.
- Strong Excel skills.

#### Desirable Criteria

- SQL or advanced querying skills.
- Experience with statistical tools such as R or Python.
- Understanding of data governance and regulatory frameworks.

### QUALIFICATIONS:

#### Essential Criteria

- Degree in a numerate or analytical discipline (or equivalent professional experience).

### PERSONAL ATTRIBUTES:

#### Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative, and Impactful.