

JOB DESCRIPTION

Job Title:	Director of Strategic Planning and Business Intelligence	Grade:	Senior Management
Department:	Finance Directorate	Date of Job Evaluation:	N/A
Role reports to:	Chief Financial Officer		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	Vice Chancellor Pro Vice Chancellors		
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 Director of Strategic Planning and Business Intelligence will lead the provision and development of business intelligence and management information to influence and inform key business decision making, organisational planning and performance. This will underpin organisational strategy and first class student experience. This will involve working alongside key decision makers to explain and respond to insightful and focussed market intelligence, trends and key performance indicators.

The post holder will lead the integrated business planning process, supporting the Vice Chancellor and senior leaders in developing strategic plans that align activities and resources against the University's strategy. They will also be the focal point for the provision of strategic management information, data governance and statutory return compliance. A critical part of the role will be to ensure statutory returns are completed error free and on time.

KEY ACCOUNTABILITIES:

Generic:

- Reporting to the Chief Financial Officer, the post holder will be a collaborative influencer and an outstanding communicator, with an extensive knowledge and understanding of business analytics and planning, utilisation of sector performance trends and broader market force indicators. They will work proactively alongside the Vice Chancellor's Group, Pro Vice Chancellors, Directors and Faculty Operating Officers and external stakeholders. Leading on annual business planning and the provision of relevant and insightful management information, they will ensure that the University's decision making is based on robust, reliable, fact-based evidence.

Strategic Business Planning:

- Lead on the development, implementation, monitoring and refining of a

robust annual planning process which is integrated with student number planning and budget modelling, aligning University activities and resources to strategic plans

- Support the Vice Chancellor and executive team in the implementation of the University strategic plans, including advice on reallocating resources and optimising the overall University portfolio
- Support the Vice Chancellor and executive team with strategy formulation and delivery through the provision of expert knowledge and analysis, relevant and timely management information and university performance indicators
- Work with the Chief Financial Officer to facilitate evidence-driven institutional change to enhance performance and delivery of the University's Strategy and annual plans

Business Intelligence:

- Lead and develop business intelligence, working with colleagues to understand and communicate data analysis, visualisations, predictive analytics and other techniques to support decision making and the delivery of the University's strategy
- Take responsibility for the provision of management information across the University ensuring that any systems and processes necessary to achieve this are developed, maintained, published, reported and used systematically to support institutional improvement and decision making
- Through careful data analysis, create unique perspectives on where likely opportunities will come from and, specifically, on what will be needed to take advantage of these
- Develop and refine the University's competitor analysis, market insight, horizon scanning and scenario planning capabilities to inform strategic direction, portfolio and decision making
- Scan the external environment (including, but not limited to the political, demographic and regulatory environment) for trends and shocks that may create opportunities or risks for the University, undertake scenario planning and recommend responses

Statutory Compliance and Data Governance:

- Oversee the preparation and accurate, timely submission of all the statutory strategic planning returns to external bodies which fall within the remit of the service, leading any changes required to comply with the HESA Data Futures and any new Office for Students requirements
- Lead the University's work on improving data management, with particular emphasis on data quality and consequential process improvement, data reporting and data governance
- Establish and shape a new effective and efficient service that is capable of delivering major change projects within defined time periods

Leadership and Management:

- Lead, motivate, develop and manage the performance of the collective and individual members of the team, exercising responsibility for staff

recruitment, appraisal, review and career development

- Represent and promote the university on relevant regional, national and international bodies and build effective relationships with external stakeholders including regulatory and funding bodies
- Take on roles and responsibilities across the university as required as a member of the University' Senior Leadership Team

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- Undertake any other duties as requested by the Line manager or their line 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 the Finance Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- N/A

KEY RELATIONSHIPS (Internal & External):

- Vice Chancellor's Group (VCG)
- Senior Leadership Team
- Operations Management Group (OMG)
- Office for Students
- Higher Education Statistics Agency (HESA)
- Directors and Faculty Operating Officers
- Other sector and collaborative groups

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Substantial experience of leading and developing a business intelligence team • Substantial experience of business/strategic planning preferably in a Higher Education context • Leading and implementing 	<p>Experience</p> <ul style="list-style-type: none"> • N/A

complex strategic projects,
working collaboratively across
multidisciplinary teams

- Successfully leading on business planning at strategic level
- Demonstrable ability to develop, utilise and achieve strategic key performance indicators
- Production of strategic management information reports and presenting to committees and senior stakeholders
- Delivering enterprise dashboard reporting
- Demonstrable experience of developing and delivering planning and performance service provision to support strategic decision making
- Proven ability to lead and influence a range of internal and external stakeholders

Skills

- Strategic awareness of the Higher Education environment and policy framework with an ability to scan the horizon
- Excellent influencing, communication and negotiation skills
- Highly developed organisational and project management skills
- Excellent analytical skills, including the ability to recommend practicable courses of action based on a sound, robust analysis of data and information
- Clear understanding of change management principles
- Exceptionally well organised, able to manage competing and changing priorities in a large complex organisation with multiple stakeholders
- Lead, manage and develop individuals and teams

Skills

- N/A

- Ability to detect and resolve conflict

Personal attributes

- An outstanding communicator with strong interpersonal skills
- Ability to build collaborative and supportive relationships
- Agile in thinking and adaptive to change with a creative, can do mindset that brings solutions not just problems
- Inquisitive outlook that is continuously seeking new insights and better ways to do things.
- Ability to work as a team player while leading, motivating and developing staff
- Ability to act as that critical friend to achieve positive outcomes
- Has integrity and builds trust
- Excellent organiser with ability to manage competing priorities without missing critical deadlines
- Strong empathy with the University's mission and values
- Proactive, self-motivated, tenacious and resilient
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Personal attributes

- N/A