

Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Strategic Planning and Student Administration
Section	Planning and Reporting
Job Title	Senior Planning Officer
Reports to	Planning Manager
Grade	O&A5

Principal Accountabilities

The post-holder will work within a team reporting to the Planning and Reporting Manager to provide a wide range of data analysis, reporting and business intelligence to support the university’s strategic planning processes and strategic priorities. This includes the production of statutory university returns (such as the HESA student return), market intelligence and student number planning.

The post holder will support the development and monitoring of strategic plans and will conduct analysis of Faculty and University performance against Key Performance Targets. Working closely with colleagues across the Directorate they will also ensure alignment of processes and data with the student records system..

Key Tasks

1. Maintain and develop suite of routine reports as required by the University management team on a range of data issues, for example recruitment, retention, outcomes, part-time credits etc.
2. Provide support for the University’s student number planning process, providing advice and guidance as Faculties develop student number targets
3. Manage responses for ad-hoc data requests from internal departments and external stakeholders (including responding to Freedom of Information requests), working across departments as appropriate to ensure effective and coherent responses.

4. Undertake analysis and produce reports, as appropriate, of Faculty performance against the University's Key Performance indicators, providing insight on progress and issues, particularly at programme level.
5. Undertake external benchmark analysis of Faculty and Departmental performance using HESA data, league tables, TEF data etc.
6. Support the submission of institutional statutory returns, through checking of data, provision of information and liaison with other colleagues, as required.
7. Provide Market Insight and analysis to support the university in making decisions regarding the portfolio of programmes offered
8. Develop a thorough understanding of the demographic characteristics of Glyndwr applicants and students. Use this knowledge to assist in the development of new programmes, analysis of existing programmes and forecasting of future student numbers, as well as improvement in retention processes and practices.
9. Take a particular lead role in one of the following areas whilst maintaining support across all areas as needed:
 - a. Lead the preparation of the data from the University's Student Record System (SITS) in order to ensure the timely and accurate production of student data for external returns including the Higher Education Statistics Agency (HESA) and the Higher Education Funding Council for Wales (HESES), as well as producing, in consultation with the Senior Planning Officer and the Head of Strategic Planning, the annual full-time equivalent and headcount statistics
 - b. Undertake market intelligence analysis and produce reports to support academic planning and curriculum develop within Faculties and in line with both the Faculty Strategic Plans and the University's Vision and Strategy
 - c. Develop the University reporting capability and provision of information through tools such as Qlikview and enhancement of the Directorate's intranet presence to provide dashboard reporting

Special Features

N/A

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Senior Planning Officer**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to analyse data, including the ability to draw conclusions from complex information sets and identify trends.	A, I, T	E
		1.2	Excellent data manipulation skills using Excel.	A, I, T	E
		1.3	Ability to communicate complex, conceptual information clearly and professionally, both orally and in writing.	A, I, T	E
		1.4	Excellent interpersonal skills, including the ability to establish positive and effective working relationships with staff at all levels and across a broad range of areas.	A, I	E
		1.5	Anticipates and highlights issues that need to be taken into account when providing input to longer term planning.	A, I	E
		1.6	Ability to gain a full understanding of customer needs to provide excellent services and activity improve and/or promote services to customers.	A, I	D
		1.7	Ability to use initiative when dealing with a wide range of issues and problems.	A, I	E
		1.8	Ability to manage workload and competing demands and to meet deadlines.	A, I	E
		1.9	Prepared to work flexibly and creatively, suggesting solutions to problems.	A, I	E

2	General & Specialist Knowledge	2.1	Knowledge and understanding of the issues and context within which UK Higher Education operates.	A, I	D
		2.2	Proficiency in working with standard office IT applications and the ability to integrate and manipulate different datasets to provide consolidated planning information	A, I, T	E
		2.3	Working knowledge of student data systems (SITS preferred)	A, I	D
3	Education & Training	3.1	Educated to degree level, or equivalent relevant work experience	A, I	E
4	Relevant Experience	4.1	Experience of involvement in successful strategic planning operations.	A, I	D
		4.2	Experience of undertaking desk-based research, data gathering and analysis, making recommendations to inform decision-making.	A, I	E
		4.3	Experience of working to deadlines.	A, I	E
		4.4	Experience of report writing.	A, I	D
		4.5	Experience of using digital solutions in reporting and communicating would be an advantage	A, I	D
5	Special Requirements	5.1	The ability to communicate in the Welsh language.	A, I	D
		5.2	Display personal drive and commitment and ability to work to deadlines.	A, I	E
Date of Revision			[]		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

Our Values. **Excellence.** Click to view.

Our Values. **Inclusion.** Click to view.

Our Values. **Collaboration.** Click to view.

Our Values. **Transformation.** Click to view.

Our Values. **Sustainability.** Click to view.