

Job Description

Planning and Performance Analyst

Strategic Planning and Insight

Grade: E

Role profile: SME1

Full time (37 hours per week)

Permanent

	Duties of the role
Overall purpose of the role	Strategic Planning and Insight (SPI) is dedicated to supporting the implementation of the Empowering University Strategy through an integrated and coordinated approach to business planning. The Directorate leads the annual strategic planning cycle and provides timely, relevant, and actionable management information that supports evidence-based decision-making. The Planning and Performance team provides leadership, coordination, and support for the University's strategy and business planning and engage in performance measurement at all levels of the business and student lifecycle. In addition, the team assesses the levels and types of risks that prevent the delivery of DMU's strategic goals. As a key member of SPI's Planning and Performance Team you will support the Directorate in shaping the University's approach to strategic decision-making through intelligence-led planning activity; performance management; stakeholder relationship management; and policy development based on horizon scanning and scenario planning.
Main duties and responsibilities	Supporting the Directorate's Planning and Performance Managers you will play a critical role in the development, communication and continuous improvement of activity across a range of work, including, but not limited to: • Strategy, performance and planning, supporting DMU's strategy development and delivery, and monitoring progress against benchmarks, KPIs and Faculty and Directorate plans; • Contributing to the research and monitoring of the sector environment, integrating data from a range of internal and external sources and providing advice to senior management on the implications for the University's medium-to-long term development; • Support the annual planning cycle and student number planning and intake target setting, including TNE and Extended Education, supporting the monitoring and reporting of student recruitment performance and forecasts, and facilitating the University to adequately prepare recruitment, financial and staffing requirements; • Support the monitoring, reporting, analysis and interpretation of League Tables and associated metrics, providing context and advice on continuous improvement; • Support external submissions (e.g. TEF, Access and Participation Plan) and regulatory reporting (e.g. OfS Conditions of registration) and the University's related monitoring and improvement activities; • Work with teams across DMU to identify reporting needs and analysis to support planning and quality monitoring and enhance the quality, scope and accessibility of management information and working with the Data Analytics function to scope new reporting, supporting the testing and validation of new reports and dashboards; • Support leaders and sponsors in developing papers and reports to University Leadership Board (ULB, Board of Governors, and other Committees) and external stakeholder documentation (including responses to consultations); • Working with the stakeholders and users in the faculties and directorates to create a community of practice around intelligence-led planning, including regular communication, coordinating and presenting to meetings, providing training and advice;

	Duties of the role
	• Participation in key cross-University projects as required to support the delivery of the University's overall Strategic Plan; • Supporting the development and maintenance of the University's risk management framework and processes.
Other responsibilities	Perform any other duties commensurate with the job grade as reasonably required from time to time. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.

Person Specification

Job Title: Planning and Performance Analyst

Faculty/Directorate: Strategic Planning & Insight

Grade: E

Role profile: SME1

Full time (37 Hours Per week)

Permanent

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	First degree or equivalent experience, plus experience in a similar or related role(s)	Essential		x			x
	Evidence of continued professional development relevant to planning, performance, data or analysis	Essential		x			
	Expertise in data visualisation techniques and tools (e.g. Power BI).		Desirable	x	x		
Previous Work Experience	Experience in a planning, performance or management information role, within a higher education or similarly complex organisation	Essential		x	x		
	Experience of working with data to support planning, forecasting or performance monitoring	Essential		x	x		
Specific Knowledge/Skills /Abilities	Ability to analyse and interpret quantitative and qualitative data to support planning and performance monitoring	Essential		x	x	x	
	Ability to produce clear, accurate reports and management information for non-technical audiences	Essential		x	x		
	Experience using Microsoft Office tools, particularly Excel, for data analysis and reporting	Essential		x	x	x	
	Understanding of the importance of data quality, accuracy and version control	Essential		x	x		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Awareness of risk management and business continuity principles within an organisational context		Desirable	x	x		
	Understanding of data protection regulations and GDPR and dealing with sensitive information.	Essential			x		
	Good verbal and written communication skills, with the ability to explain information clearly	Essential		x	x		
	Ability to work collaboratively with colleagues across different teams and directorates	Essential		x	x		
Our Values and Behaviours at DMU							
We are Collaborative – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential					
We are honest and Compassionate	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential					
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential					
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential					

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**