

## Advertisement

**Post Title:** Senior Planning Officer

**School/department:** University Operations and Strategic Planning

**Hours:** Full time or part time hours considered up to 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 7333

**Salary:** starting at £42,149 to £50,296 per annum, pro rata if part time

**Placed on:** 07 December 2021

**Closing date:** 19 January 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** TBC

**Expected start date:** As soon as possible.

The University of Sussex is looking for someone to join our growing Operations and Planning team.

With a strong background in Higher Education Planning and the current data landscape, you will be:

- Excited about the prospects for delivering carefully curated data and insights, through new and innovative methods, to senior leaders at the University of Sussex.
- Flexible and adaptable as it's a varied and ever-changing role.
- A great team leader, passionate about supporting and developing people.

It's an exciting time to join the University of Sussex as we seek to appoint a new Vice Chancellor and embark on a major programme of investment in both education and research. You'll be helping to ensure that decisions and new directions are evidence-based and data-driven.

Please contact Emma Dawson ([emma.dawson@sussex.ac.uk](mailto:emma.dawson@sussex.ac.uk)) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

The division of University Operations and Strategic Planning brings together a small central Planning team with the professional services colleagues working in academic Schools. Within that, the Planning team provides key data-driven insight and support to the University's Executive Group, Heads of Schools and Professional Services Directors.

## 3. Job Description

Job Description for the post of: Senior Planning Officer

**Department:** Planning

**Section/Unit/School:** University Operations and Strategic Planning

**Location:** Sussex House, University of Sussex, Falmer, Brighton

**Grade:** 8

**Responsible to:** Head of Planning

**Responsible for:** Small team of Planning Officers

### **Purpose of the Post**

The Senior Planning Officer is responsible for leading on a wide range of data-related aspects of the Planning team's work, working with and through colleagues on the team, and bringing their expertise to improve processes and raise skill levels both within the team and across the University.

Key areas may include, but are not restricted to:

- Student number planning, modelling and forecasting
- The annual academic business planning round
- External statutory data returns (HESES, HESA) and the quality assurance of these
- BI/MI reporting and dashboard development
- Data Governance and data quality improvement
- Cohort analysis of student outcomes data
- Equality, Diversity and Inclusion (EDI) data, including various charter marks, pay gap and Athena SWAN submission data
- Various accreditation and league table data submissions
- KPI data monitoring
- League table and survey data analysis and reporting
- Data insight gathering and reporting
- Development of course and module costing
- Liaison with external bodies and sector colleagues
- Liaison with senior colleagues, peers and teams across the University.

## **4. Person Specification**

### **Essential Criteria**

- Educated to degree level, preferably in a numerate subject.
- Experience of forecasting models and financial planning, including appropriate applications (e.g. Alteryx – this is not essential).
- Experience of student number reporting in Higher Education environment.
- Knowledge of advanced Excel for reporting, dashboarding and modelling.
- Experience of BI tools such as Tableau, PowerBI.
- Experience of managing small teams.
- Knowledge of statutory reporting requirements in Higher Education.
- Experience of HESA data returns – particularly the Student and/or Staff return.
- Experience of effective cross-departmental working to deliver business improvement and change.

- Strong interpersonal skills, including ability to be able to manage team workloads, motivate and develop people.