



## 1 Advertisement

**Post Title: Planning Officer**

**School/department:** Planning

**Hours:** full time or part time hours considered up to a maximum of 1 FTE

Requests for flexible working options will be considered (subject to business need).

This role is a hybrid home/campus role with up to 50% of time workable from home

**Contract:** Permanent

**Reference:** 8861

**Salary:** starting at £34,304 to £ 40,927 per annum, pro rata if part time

**Placed on:** 16 June 2022

**Closing date:** 06 July 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** To be confirmed

The Planning team at the University of Sussex has a vacancy for a Planning Officer to manage the Academic Business Planning process. This is an exciting time for the University as a new Vice Chancellor joins us over the summer and our current strategic framework draws towards an end.

We have a beautiful campus in the South Downs, with cosmopolitan Brighton as our host city, but have also adopted a hybrid model of working which enables home working as well as time on-campus.

The Planning team is friendly and creative and this is a real opportunity for someone looking to move into or take their next steps in strategic planning within Higher Education.

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

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

## **2. University Operations and Strategic Planning**

An exciting opportunity for an enthusiastic, highly organised problem solver to join the University Operations and Strategic Planning team. This key role will support the annual Academic planning process, ensuring that it efficient and effective and the outputs are in support of the University Strategic plan.

## **3. Job Description**

Job Description for the post of: Planning Officer

**Department: Planning**

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

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

**Grade: 7**

**Responsible to:** Head of Planning

**Responsible for:** N/A

### **Job Purpose**

The post will support the delivery of the University's strategic plan by coordinating the process to ensure the delivery of an effective plan for the university.

The post holder will also support the production and submission of the University's statutory returns to external bodies such as HESA, OfS, SFA and EFA. The ability to evaluate situations and identify problems proactively with stakeholders is important.

### **Principal Accountabilities**

- Manage the Annual Business Planning process: preparing templates, liaising with key stakeholders, arranging and attending key workshops, collating and reporting on outputs, monitoring issues and conflicts etc. to ensure that clear plans are in place to enable academic Schools and Professional Services Divisions to meet their strategic objectives.
- Manage the submission of, or support the submission of, one or more statutory data returns to ensure that the University meets its statutory obligations in relation to data submission.
- Manage the preparation of key papers/submissions to a range of committees or other governance groups, especially where they require input from multiple stakeholders, to ensure that papers are delivered in a timely manner to allow key decision makers to assess the facts and issues.
- Undertake project-related work were required
- Prepare reports/presentations as required

## Indicative Performance Criteria

- The post holder reports to the Head of Planning working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the planning team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Planning teams' compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

## 4. Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Degree or equivalent experience	X	
<b>Skills and Abilities</b>		
Highly developed planning and organisational skills and an ability to prioritise work and meet competing demands in a busy environment	X	
An articulate and confident communicator, with strong interpersonal skills	X	
Aptitude for logical analysis and interpretation of data, and an expert in the clear presentation of accurate data in high quality reporting	X	
Proven ability to work using own initiative and solve problems, whilst also working as part of a team	X	
Expert IT user including spreadsheets, project management tools, web facilities and core Microsoft Office software	X	
<b>Knowledge and Experience</b>		
Experience of working across a complex organisation and of managing relationships with project, business or data	X	

owners		
Experience of using project management techniques to manage, track, monitor and report	X	
Knowledge and understanding of the Higher Education sector	X	
Experience of working with HESA and/or OfS data		X
Experience of supporting on or managing statutory data returns – ideally in the Higher Education Sector		X