Senior Strategic Planning Partner

<table>
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<tr>
<th>Job Reference:</th>
<th>8038</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Strategic Planning and Projects</td>
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<tr>
<td>Grade/ Salary:</td>
<td>Grade 8, £43,348 - £49,749</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Hours:</td>
<td>Full time</td>
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<tr>
<td>Location:</td>
<td>New Cross, London</td>
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Closing date for applications: **Monday 28th August 2017**
Interviews: **Weeks commencing 4th or 11th September 2017**

**Goldsmiths**

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.

1 Goldsmiths, University of London, New Cross, London, SE14 6NW
Department of Strategic Planning and Projects

Strategic Planning and Projects (SPP) plays a central role in facilitating and supporting performance analysis, planning and change at Goldsmiths. SPP is responsible for managing the annual planning cycle and on-going strategy review, supporting academic development and portfolio review, reporting and interpreting Management Information and other data, optimisation and coordination of external returns, delivering and taking oversight of a portfolio of change projects, and maintaining and developing the University’s approaches to project and change management.

Job description

Reporting to: Director of Strategic Planning and Projects
Reports: Strategic Planning Partners (up to 2 posts)

Summary:
The Senior Strategic Planning Partner leads the small team that manages Goldsmiths’ planning and budgeting process, in collaboration with Finance. The team works closely with academic departments and the professional and academic services units to develop and implement clear, measurable short and medium term plans that align with institutional strategy. The Senior Strategic Planning Partner has overall responsibility for overseeing the process and ensuring that it delivers clear, comprehensive and cohesive outcomes.

Strategic Planning Partners work closely with senior managers and Heads of academic departments to inform priorities, develop appropriate plans to address opportunities for development, and to establish appropriate measures and targets to monitor the implementation of institutional strategy. Critical relationships in the professional services are with Finance, Student Recruitment, HR, and Estates. Other critical relationships are with colleagues within Strategic Planning and Projects, including those who are responsible for producing Management Information to inform planning,
and those who manage the programme of significant change initiatives that emerge from it.

Strategic Planning Partners work with an assigned set of departments and academic and professional service areas, building knowledge of those areas to better inform planning. Through their understanding of the operational challenges and opportunities in their areas, the work of the Planning Partners includes identifying and sharing best practice and supporting the implementation of localised projects and changes. The Planning Partners are also expected to identify where major institutional change projects are impacting departments and feed this into project planning and management.

Strategic Planning Partners may also support the shaping and implementation of any significant new institutional initiatives that emerge through planning, and are expected to keep abreast of changes and developments in the external environment, using this knowledge to inform the development of plans.

Main duties:

Managing the Planning Process

- Facilitate and service the Planning and Budgeting Group that oversees the annual process, ensuring it has the information and time needed to fulfil its role, and making recommendations of potential improvements to the process as appropriate;
- Lead on the delivery and logistics of the planning part of the Planning and Budgeting process. This will include, but may not be limited to:
  - Setting the process timetable;
  - Communicating as necessary with academic departments, professional and academic services units about the process;
  - Liaising with colleagues in SPP, Finance, and Student Recruitment to ensure the provision of timely data, targets and modelling tools;
- Supervising the creation of schedules, agendas, and templates, and ensuring effective liaison takes place with colleagues in the Executive Office, Finance, departments, etc to coordinate diaries;
- Attending and servicing planning meetings with departments and units as required;
- Ensure that there is clearly communicated sign-off of plans and a smooth and integrated handover to Finance for budgeting;

**Supporting and enhancing strategic planning**

- Understand institutional strategy and priorities and use this understanding to inform the support and steer given to departments and service units during the planning process;
- Act as the lead planning support for an assigned set of departments and academic and professional service units;
- Coordinate and supervise the Strategic Planning Partner team to maintain an oversight of developing plans throughout the institution and ensure dependencies and impacts are understood and plans are shaped accordingly;
- Understand and interpret data and management information, and ensure that the Strategic Planning Partner team become expert users of modelling tools, in order to support units in the creation of evidenced-based, targeted plans;
- Review performance analysis of departments and service areas and identify the critical issues and opportunities that plans need to address, liaising with the departments concerned to better understand the challenges and operating environment, provide additional analysis, test options, and develop and articulate plans;
- Inform prioritisation based on knowledge of the operating environment in different units, analysis of departmental plans, and understanding of strategic priorities;

**Supporting change and improvement**

- Identify opportunities for rolling out best practice and standardisation across academic departments and service units;
Lead or support any short-term implementation projects identified through departmental planning where local capacity is limited;

Identify where any major institutional change projects are impacting departments, analyse the impact and risks and potential solutions, and feed these into project planning and delivery;

Where required, lead on the development of any cross-department initiatives that emerge through planning, working with colleagues to refine, cost and fully understand the requirements of proposals;

**Strategy review and implementation**

- Work with colleagues to identify and establish appropriate ways of measuring progress against targets and goals set out in the institutional strategy and consider how these might be appropriately applied at department and service levels;
- Use the context of the institutional strategy to guide work with departments and service units and to support the development of local strategies as required;
- Undertake scenario planning and analysis at the local level to understand how the contribution of different areas to delivery of the strategy might be shaped;
- Participate in departmental and service unit strategic reviews, coordinating these where required, and play a critical role in developing and monitoring any implementation plans that result;

**Team working and relationship management**

- Manage the team of Strategic Planning Partners, establishing the team as the recognised owners and facilitators of strategic planning;
- Coordinate with colleagues within Strategic Planning and Projects to share and utilise the knowledge and information available across the team;
- Play a proactive role in developing the work of Strategic Planning and Projects to ensure continuous improvement of the service;
- Network and build collaborative relationships with Senior Managers, Heads of Departments, Department Business Managers, and Directors and Heads of Professional Service and Academic Service units, to provide support and facilitate engagement;
• Network and build close professional relationships with professional colleagues in other teams, such as Finance, Student Recruitment, HR, and Estates, to facilitate an integrated planning and budgeting process;
• Proactively participate in relevant sector networks to learn about practices elsewhere and keep up-to-date with policy developments;

Additional
• You will be required to undertake any other duties as may reasonably be required
• Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
• At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria. The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

- A = Application form
- C = Certificate
- I = Interview
- R = Reference
- T = Test
- P = Presentation

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<thead>
<tr>
<th>Essential Criteria 1 - Qualifications</th>
<th>Category</th>
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<tbody>
<tr>
<td>Qualified to degree level or equivalent</td>
<td>A, C</td>
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<tr>
<th>Desirable Criteria 1 - Qualifications</th>
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<tbody>
<tr>
<td>Qualified to postgraduate degree level or equivalent</td>
<td>A, C</td>
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<th>Essential Criteria 2 - Experience</th>
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<td>Several years’ experience of working within large, complex organisations undergoing significant change, preferably within HE sector.</td>
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<td>Experience of interpreting data and developing and implementing plans of action to address specific issues</td>
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<td>Experience of writing documents that articulate high level strategic aims and visions for a range of audiences</td>
<td>A, I</td>
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<td>Experience of managing changes to working environments and procedures, and of supporting people experiencing change</td>
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<th>Desirable Criteria 2 - Experience</th>
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<td>Experience of implementing time-bound change and improvement projects</td>
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<td>Experience of undertaking scenario planning and making recommendations on the basis of this</td>
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<td>Experience of line management and developing teams</td>
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<th>Essential Criteria 3 – Knowledge</th>
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<td>An understanding of the challenges presented by the on-going changes in the UK HE sector and the ways these might impact Goldsmiths</td>
<td>A, I</td>
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An understanding of the issues involved in translating strategy into operational plans and sensitivity to the competing demands and different perspectives of stakeholders in this process

### Desirable Criteria 3 - Knowledge

- Knowledge of higher education working practices, preferably of academic departmental functions and operations

### Essential Criteria 4 - Skills

- High-level written and oral communication skills and the ability to present complex information in an accessible way
- Strong interpersonal skills, with the ability to build good relationships across the organisation, and to negotiate with and influence stakeholders at all levels of seniority
- Ability to understand and interpret Management Information data, including financial accounts and key performance measures, and to weigh these against the on-the-ground operational experience in order to make practical recommendations for action
- Ability to interpret strategies and appropriately identify current position and necessary actions to achieve those strategies
- Ability to think creatively and provide innovative solutions to problems, with the confidence to challenge existing work practices and offer alternative solutions
- Ability to plan and direct own work, and that of a team, managing several things at once, ensuring deadlines to deliver the most effective and impactful outcomes
- Able to define a vision and lead a team in response to changing requirements

### Essential Additional Attributes

- Pro-active, tenacious and self-motivated
- Open, collaborative, and responsive
- Practical, solution-focused and flexible

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact Melanie Rimmer, telephone 020 7919 7089, or e-mail m.rimmer@gold.ac.uk.

July 2017
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

Thank you for your interest in working with us, we wish you all the best with your application.