

Candidate Information

Position:	Director of Strategy and Planning
Reporting to:	The University Secretary
Directorate:	The Chancellery
Salary:	Salary commensurate with experience
Duration:	Permanent
Reference:	23/111446
Closing Date:	Monday 4 December 2023

JOB PURPOSE:

The Director of Strategy and Planning is a university wide role with a significant impact in shaping the University's strategy and overseeing strategic projects in every organisational unit through the use of performance measurements and assessment.

Reporting to the University Secretary, the postholder will receive strategic direction from the University's Strategic Investment Committee. The role is responsible for leading and guiding on all aspects of the University's strategic and operational planning processes, facilitating strategic decision-making, and ensuring alignment with, and sustained achievement of, the University's vision as outlined in Strategy 2030. The post involves close collaboration with key University leadership, including Provost and Deputy Vice Chancellor and the Vice President and Chief Finance and Resources Officer, to deliver integrated planning, business intelligence and supervision of programs and projects with the support of dedicated team.

INFORMATION REGARDING THE ROLE:

The postholder will provide effective leadership and management for the Strategy and Planning function, ensuring that the University has in place appropriate policies and efficient, effective and customer focused practices in relation to:

- The annual University planning, budgeting and performance review cycle.
- The development and articulation of strategic plans.
- The production of annual and operating plans.
- Strategic projects and *ad hoc* task-and-finish groups.
- Development and provision of analysis and evidence, in relation to funding and other external priorities, to support the management of the University.
- Provision of data to support strategic and tactical decision making, target setting and performance monitoring.
- Oversight of external reporting and returns.
- Provision of external analysis to manage strategic risks and identification of areas where the University approach may need to be adjusted to ensure success.

The postholder will also have oversight of the University Secretary's Office, within which the Unit will be placed, and will deputise for the University Secretary when required.

DIMENSIONS OF THE ROLE:

Agrees income and performance targets with faculties, representing total University income of £450M and ensuring the attainment of the University's strategic objectives.

PRINCIPAL ACCOUNTABILITIES

- To provide effective, dynamic and creative leadership to the University's Strategy and Planning department/Unit.
- To develop and implement a strategic planning and performance measurement framework, aligned to university-wide planning processes, to influence and support senior stakeholder decision-making.
- To provide critical analysis and evidence in relation to funding and other external priorities, and, through the establishment of a Business Intelligence function, to provide on-going contextual and environmental information, to support the management of the University.
- To develop strategies, policies, processes and structures in line with Strategy 2030, Professional Services Ways of Working, Strategic Change Delivery Plans Review to ensure the provision of useful, timely and accurate data and intelligence to drive strategic and tactical decision-making, target-setting and performance monitoring.
- Within the Chancellery*, to support the University Secretary with oversight of the Office of the University Secretary and contribute to the development of services provided by the Chancellery.
- To advise the University Management Board, Strategy Implementation Committee, Senate and its Committees on any and all matters relating to planning, performance and change.
- To lead a team of staff ensuring development provide professional leadership to staff engaged in data analysis, business intelligence and planning across the University.
- To work as a member of the Professional Services Management Group contributing broad knowledge and expertise to pan-University projects outside the Department.
- To lead and set the direction within the Strategy and Planning teams, ensuring that staff are motivated, engaged and appropriately developed. Providing leadership that promotes a culture of excellence, innovation, collegiality, continuous improvement and promotes a high-performance culture and demonstrating behaviour consistent with Queen's Core Values.
- To actively participate in promoting and maintaining a safe and healthy work environment through adherence to established safety procedures and continuous hazard awareness.
- To hold overall responsibility for the monitoring, planning and delivery of the allocated budget for the Unit ensuring that financial targets are met, and all areas operate efficiently within budget while delivering value for money.
- To ensure strict compliance with all University policies within the Strategic Planning Unit.
- To foster collaboration between the Strategic Planning Unit and other University departments to deliver the University's strategy and enhance service provision quality and effectiveness.
- To deputise for the University Secretary when required.
- Undertake other duties as may be necessary from time to time in accordance with the needs of the University and the grade of the role.

**The Chancellery will incorporate the former VC and Registrar's offices and various business units.*

RESOURCES (PEOPLE AND FINANCES):

- Manage the budget for the Strategy and Planning Unit.
- Manage the Strategic Planning program, Project Management and Business Intelligence teams.
- Manage the physical environment and assets for the area.

INTERNAL AND EXTERNAL RELATIONSHIPS:

- Provide expert advice to University Management Board Directors of Professional Services and Faculty Directors of Operations.
- Liaise with appropriate colleagues and professional bodies across the HEI sector, Northern Ireland and beyond to maintain awareness of emerging strategic developments, opportunities, and challenges.

ESSENTIAL CRITERIA:

1. Proven leadership in a range of demanding and influential roles.
2. Significant senior experience, relevant to Strategic Planning, in a large complex organisation.
3. Proven experience of formulating and implementing strategic plans that reflect and support organisational objectives with an emphasis on organisational-wide change management initiatives.
4. Evidence of successful team leadership, encompassing team building and individual professional development with the ability to build, manage and motivate large multi-disciplinary teams, creating effective and innovative teams with proven customer focus.
5. Proficiency in advanced IT and data skills.

6. Excellent communication and interpersonal skills, with the proven ability to cultivate productive relationships with senior stakeholders, both internally and externally, influencing their decision-making.
7. A commitment to, and experience of, achieving the highest possible standards particularly in the context of emerging developments in Higher Education.
8. A demonstrable commitment to the University's mission and able to evidence understanding of the operation of a University.
9. Specialist knowledge of performance and risk in a large complex organisation.
10. Evidence of developing and implementing strategies to continuously improve systems and procedures.
11. Proven experience in addressing diverse and challenging problems, including researching issues, developing, and using, management information and creating innovative solutions in situations where no prior precedent exists.
12. Consultative and able to work collaboratively with all levels of staff.
13. Possesses excellent attention to detail.
14. Demonstrates creative and innovative thinking.
15. Exhibits political and commercial awareness and acumen.
16. Demonstrates resilience and the ability to work in a fast-changing environment with competing priorities.
17. Possesses emotional intelligence and the ability to relate effectively to a wide range of people.
18. Demonstrates a high degree of integrity, honesty and openness in professional conduct.

DESIRABLE:

1. Experience of successfully delivering innovative change initiatives.
2. Evidence of the ability to learn successfully from experience and apply insights to improve future performance.
3. Evidence of ability to enhance customer satisfaction levels.
4. Evidence of contributing to changes in workplace culture and norms.