JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Planning and Performance Analyst</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Strategic Planning &amp; Change</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Strategic Planning Manager</td>
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**Purpose of the Post**

The role sits within the Strategic Planning & Change department at Royal Holloway, University of London. This team is responsible for providing planning support and management information to inform evidence-based decision making as part of the strategic planning process and the delivery of the College’s strategic objectives.

The post holder will make a significant contribution to the numerical and analytical performance monitoring and evaluation work undertaken by the department to provide support for the College’s strategic planning process. The post holder will collate data from a range of internal and external sources and help develop planning tools to support strategic priorities and projects identified by the College Strategic Plan.

A graduate or equivalent, the successful candidate will have an eye for detail, an aptitude for the analysis and interpretation of data and experience of using management information to provide high quality support for senior colleagues. Good communication skills and the ability to develop effective working relationships with colleagues at all levels across the institution will be essential.

**Key Tasks**

The main responsibilities of the post are to:

- Manage the production of timely, accurate and high quality numerical and analytical performance monitoring and evaluation reports, for example benchmarking institutional data, and analysis of internal datasets and internal surveys.

- Undertake market appraisals for new programme/course development and horizon scanning to develop market insights.

- Develop and analyse student and applicant surveys using tools such as Survey Monkey or Bristol Online Surveys.
• Undertake the development and publication of management information reporting dashboards for a range of users, ensuring the involvement of stakeholders throughout the process. This would entail following our standard dashboard development approach and ensuring requirements are gathered, users’ needs are fully met and benefits are realised.

• Undertake performance monitoring and evaluation that supports student progression and attainment, particularly with regard to supporting widening participation and equality and diversity initiatives.

• Work with colleagues across the College to coordinate data gathering in support of the production of the University’s Key Performance Indicators.

• Provide numerical reports for internal target-setting and financial planning on an annual basis and support the annual planning process for academic departments.

• Provide statistical analysis using appropriate software (e.g. SPSS) to support complex and detailed decision making processes.

• Utilise publicly available data sets to frame Royal Holloway’s performance in the context of the wider Higher Education sector.

• Act as Secretary to committees and working groups as appropriate, setting agendas, collating and circulating papers and writing minutes.

• Work independently without supervision to provide reports to internal and external customers.

• Maintain and continually develop advanced technical skills particularly in data manipulation and analysis. Specifically, although not exclusively, in the use and application of Business Objects, MS Excel, Qlikview and other software packages.

• Develop effective working relationships and cross-team working between the Strategic Planning & Change department and other sections of professional services and academic departments.

• Network with the wider sector planning community, including meeting with colleagues from relevant mission groups.

• Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.