JOB DESCRIPTION

Job Title: Deputy Director – Strategic Policy

Department / Unit: Strategic Planning & Change

Job type: Full time, Permanent

Grade: RHUL 9

Accountable to: Director of Strategic Planning & Change

Accountable for: Strategic Policy, Change and Insight (currently 4 staff members)

Purpose of the Post

The role sits within the Strategic Planning & Change department. This team is responsible for activities related to monitoring the performance of the College, undertaking planning processes and delivering the College’s strategic objectives. The team is also responsible for ensuring the College is fulfilling its requirements across a range of statutory areas including reporting and policy. The post holder will play a lead role in the delivery of the broader Strategic Planning & Change remit, ensuring productive interactions and collaboration between all areas of the department. Specifically, this is a key role responsible for providing leadership and direction for strategic policy, change and insight.

Drawing upon the expertise within the team and across the professional services, and guided by local networks across the academic community, the post holder will contribute to the development of the team to ensure the provision of an integrated, professional and institutionally consistent service to support decision making and the use of evidence to influence policy and change. The post holder will also have a role in looking to the higher education sector, being able to anticipate trends and advising senior management accordingly.

Key Tasks

The activities of Strategic Planning & Change

1. Play a lead role in the organisation, management and delivery of the wider Strategic Planning & Change remit and ensure close and complementary interactions and collaboration between all areas of the department.
2. Provide strategic leadership, direction and line management to team members with responsibility for strategic policy, change and insight. Ensure appropriate training and development plans are in place, setting clear objectives and ensuring the roles
and responsibilities of team members evolve in response to the needs of the College.

3. Assist the Director of Strategic Planning & Change in ensuring all the department’s activities support the College's strategic priorities and provide a high quality service.

4. Deputise for the Director of Strategic Planning & Change as required at internal meetings and committees and at relevant national networking events.

5. Develop and manage effective internal and external working relationships and cross-team working between Strategic Planning & Change and other professional services and academic departments.

6. Provide secretariat support to management committees as required, being responsible for the administration of meetings and the formal record of meeting outcomes.

**Strategic Policy**

1. Support the Deputy Principal (Operations) as the College's institutional leader for relations with the Office for Students, in particular to provide support for internal strategic planning. This also includes providing advice to colleagues across the College regarding regulatory requirements and submission documents.

2. Administer and manage the submission, annual reporting and ongoing delivery of the College’s Access and Participation Plan to the Office for Students. This will include:
   a. coordinating and advising colleagues across the College with regards to the requirements for submission and reporting
   b. writing the Access and Participation Plan and ensuring that it meets OfS requirements
   c. ensuring the effective delivery of the Access and Participation Plan, acting as Chair of the Access and Participation Delivery Group
   d. Supporting the Executive team in the ongoing development of the College’s access and participation strategy

3. Provide advice and guidance to colleagues across the College on Reportable Events, ensuring that there is shared understanding of our requirements and co-ordinating their submission to the Office for Students.

4. Lead on the annual review and policy for non-regulated tuition fees, including recommending tuition fee levels to Finance Committee. This will include managing the analysis supporting fee setting and working collaboratively with colleagues across the College to develop the fees paper as required.

5. Lead on the delivery of a new risk management framework for the College, ensuring an effective and active policy and process for risk management. This will include making recommendations to the Deputy Principal (Operations) and members of Council as appropriate, and reporting regularly to the Audit & Compliance Committee.

**Change and Insight**

1. Oversee the delivery of strategic initiatives, providing line management for team members with responsibility for strategic initiatives and supporting the Director of Strategic Planning & Change in working collaboratively with colleagues in IT and Estates to develop a consistent approach to project management across the College. This will include ensuring that business change initiatives are strategically aligned and that they have appropriate institutional oversight and governance arrangements.
2. With the Director of Strategic Planning & Change identify and assess the potential of projects and initiatives that might capitalise on opportunities presented by both the internal and external context, supporting project sponsors in the development of business cases to secure approval to proceed.

3. Lead on the development and implementation of processes for monitoring the development and delivery of operating plans against the College’s strategy.

4. Lead on the development and delivery of an enhanced horizon scanning service within the team. This will include scanning the higher education sector, identifying possible opportunities and risks and advising senior management on how the College might proactively respond.

5. Lead on the market intelligence service within the team, managing the delivery of market appraisals for new or alternative provision in order to enable effective strategic decision making.

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.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Members and committees of Council
- Executive Team (Principal; Two Deputy Principals; Two Senior Vice Principals; Four Vice Principals)
- Senior Management Team (including the above plus Heads of School and Directors of Professional Services)
- Management committees
- Staff working across academic departments and professional services
- Office for Students (OfS)
- Higher Education Statistics Agency (HESA)
- Other Higher Education institutions