

JOB DESCRIPTION

Job Title:	Strategy Development Manager
Department / Unit:	Strategic Planning
Job type	Permanent
Grade:	RHUL 8
Accountable to:	Deputy Director (Strategic Policy)
Accountable for:	None at present, but up to two roles if required
Purpose of the Post	
<p>The role sits within the Strategic Planning directorate at Royal Holloway, University of London.</p> <p>This Directorate is responsible for providing management information and project management support to the College as part of the strategic planning process and the delivery of the university's strategic objectives.</p> <p>The post holder will play a significant role in supporting the development of university strategies, aiding effective decision making and ensuring that we can keep pace with external change.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Support senior management as required with the development of the university strategy and its sub-strategies, making recommendations based on internal and external factors to minimise risks and formulate plans to achieve the university's long-term goals. 2. Gather and analyse information to aid effective decision making, including identifying underlying issues and their causes and providing possible solutions. This will include considering factors such as cost, benefits, risks, timing, buy-in, goals and values. 3. Proactively horizon scan to keep abreast of current local, regional, national, and international policy developments and initiatives relevant to the university, and appraise colleagues as appropriate. This includes advising on short-term and long-term sector trends and upcoming policy developments, and advising senior management on threats and opportunities. 4. Prepare evidence-based business cases for new developments, covering both academic and financial aspects, and review business cases developed by others, for consideration by the Executive Board. 5. Identify, assess and monitor risks and impact associated with strategy, recommending mitigating actions as appropriate. 	

6. Ensure that there are effective feedback mechanisms in place by championing a consultative and partnership approach to the development of strategies. This will include working closely with colleagues from across the university both in academic schools/departments and professional services directorates.
7. Work closely with the Strategy Implementation Unit (SIU), who are responsible for implementing the agreed strategy through project management. This will include ensuring that proposed strategic projects are effectively communicated and understood across teams.
8. Drawing on expertise and training in project management methodologies, manage strategic initiatives where appropriate.
9. Contribute to the planning round where required, ensuring resources and budget allocations are aligned with strategic objectives
10. Liaise and network with external bodies, and wider sector planning and policy community, to provide recommendations for response as required, taking the lead on collaboration where appropriate.
11. Act as a trusted advisor by supporting and guiding senior executive decision-making processes.
12. Display ongoing commitment to equality, diversity and inclusion at the university
13. Coordinate responses to OfS and other sector consultations
14. Undertake networking activities to inform the Director and Deputy Director, the Strategic Planning team and the Senior Leadership team of trends, changes, initiatives and news in the sector.

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:

- Strategic Planning directorate, working in partnership with the Strategic Implementation Unit (SIU)
- Professional Service Directorates
- Academic Schools and Departments
- External bodies including HESPA, JISC, OfS as required
- Higher Education sector networks

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Strategic Development Manager

Department: Strategic Planning

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree or equivalent	E		Application Form
A formal project management or other relevant professional qualification or training		D	Application Form
Skills and Abilities			
Excellent interpersonal skills with the ability to develop effective working relationships with colleagues at all levels and across organisational boundaries	E		Application Form / Interview
Excellent planning and organisational skills, and flexibility in order to manage variable workloads and changing priorities	E		Application Form / Interview
Ability to research complex issues and to write clear and concise reports	E		Test
Ability to think strategically and implement change through effective communication and negotiation	E		Application Form / Interview
Excellent written and oral communication skills, including effective and engaging presentation skills	E		Application Form / Test
Experience			
Experience of supporting policy and strategy development within a strategic planning remit	E		Application Form / Interview
Experience of taking the lead on specific projects or initiatives, and coordinating the work of colleagues	E		Interview
Experience of business analysis, requirements gathering and business case development	E		Application Form
Experience of applying creativity and originality to problem solving	E		Interview
Experience of facilitating workshops		D	Interview
Other requirements			
Knowledge and understanding of the key challenges facing the HE sector and the impact of these on Royal Holloway	E		Interview

Ability to work with a high level of discretion in a political and sensitive environment to achieve consensus.	E		Interview
--	---	--	-----------