

JOB DESCRIPTION

Job Title:	Deputy Director – Insight, Planning and Policy
Department / Unit:	Strategic Planning & Change
Job type	Full-Time, Fixed-Term, Professional Services
Grade:	RHUL 9
Accountable to:	Director of Strategic Planning & Change
Accountable for:	Insight, Planning and Policy team (currently 7 staff members; direct line management of 5 staff)
Purpose of the Post	
<p>Please note that this post is a one year fixed term maternity cover post.</p> <p>The role sits within the Strategic Planning & Change department. This team is responsible for activities related to monitoring the performance of the University, undertaking planning processes and delivering the University's strategic objectives. The team is also responsible for ensuring the University 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 the insight, planning and policy team.</p> <p>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.</p>	
Key Tasks	
<p>The activities of Strategic Planning & Change</p> <ol style="list-style-type: none"> 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 insight, planning and policy. 	

3. 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 University.
4. Assist the Director of Strategic Planning in ensuring all the department's activities support the University's strategic priorities and provide a high-quality service.
5. Deputise for the Director of Strategic Planning & Change as required at internal meetings and committees and at relevant national networking events.
6. Develop and manage effective internal and external working relationships and cross-team working between Strategic Planning & Change and other professional services and academic departments.
7. Provide secretariat support to management committees as required, being responsible for the administration of meetings and the formal record of meeting outcomes.

Insight, Planning and Policy

1. Lead on the development and implementation of processes for monitoring the development and delivery of operating plans against the University's strategy.
2. 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 University might proactively respond.
3. Lead on the market intelligence service within the team, managing the delivery of market appraisals for new or alternative provision to enable effective strategic decision making.
4. Support the Director and senior management team with relations with the Office for Students, to provide support for internal strategic planning. This also includes providing advice to colleagues across the University regarding regulatory requirements and submission documents.
5. Administer and manage the reporting and evaluation requirements of the University's approved Access and Participation Plan 2025-26 to 2028-29. This will include:
 - a. coordinating and advising colleagues across the University with regards to the requirements for submission and reporting
 - b. working closely with academic and professional service departments to ensure the effective delivery of the Access and Participation Plan
 - c. supporting the Executive team in the ongoing development of the University's access and participation strategy
6. Lead on the coordination of responses by the University to consultations from statutory bodies (e.g. the office for students)
7. 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 University to develop the fees framework as required.

Support the ongoing development of risk management and the associated policies, processes and framework.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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
- Management committees
- Staff working across academic departments and professional services
- Office for Students (OfS)
- Higher Education Statistics Agency (HESA)
- Other Higher Education institutions

PERSON SPECIFICATION

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

Job Title: Deputy Director – Insight, Policy and Planning

Department: Strategic Planning

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to degree level and/or relevant professional qualification, or substantial relevant experience	X		Application Form
Relevant training/qualification in leadership and management		X	Application Form
Skills and Abilities			
Excellent oral and written communication skills	X		Interview
Excellent interpersonal skills with proven success in developing effective working relationships with senior colleagues and at all levels within the organisation, contributing to discussion and decision making	X		Application Form / Interview
Strong leadership and management skills, demonstrating effective decision making and appropriate guidance for colleagues	X		Application Form/ Interview
A flexible, problem-solving approach, able to transform an idea into a recommended course of possible actions	X		Interview
Facilitation skills with experience of bringing together cross-functional groups to identify requirements and opportunities		X	Application Form
Experience			
Experience leading areas relating to insight, planning and policy within the higher education sector	X		Application Form / Interview
Experience in strategic planning and strategy implementation	X		Interview
Experience of managing and developing people at a range of levels	X		Application Form / Interview

Experience of working with data, providing appropriate manipulation, analysis and reporting	X		Application Form/ Interview
Other requirements			
Excellent understanding of OfS requirements for UK universities, including the Access and Participation Plan, Student Protection Plan and other regulatory requirements	X		Application Form / Interview
Excellent understanding of the key challenges facing the HE sector and the impact of these on Royal Holloway	X		Interview
Demonstrable commitment to equality, diversity, and inclusion	X		Interview