

# Job Description



## Summary

<b>Job title</b>	Senior Planning Officer (Strategy)
<b>Division</b>	University Administration and Services
<b>Department</b>	Planning and Council Secretariat
<b>Location</b>	University Offices, Wellington Square, Oxford
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Planning
<b>Vacancy reference</b>	168321
<b>Additional information</b>	Senior Planning Officer (Strategy)

## The role

The Senior Planning Officer (Strategy) supports strategy and planning activities at the heart of the University of Oxford. The role sits in the Planning and Data Team (part of the Planning and Council Secretariat department - PACS) which works across the areas of strategic and service planning, data strategy, data reporting and analysis, and resource allocation.

The post holder will be working in two main areas. First, they will work closely on a range of central planning and strategy development activities including the development and implementation of the University's next strategic plan, and the running of the annual divisional planning round. Second, they will play a key role in coordinating planning and activity across UAS (the University's central administrative services), including as Secretary to both the Services Sub-Committee, which provides operational and strategic oversight of the University's professional services, and the Administration Digital Portfolio Committee, which will be responsible for overseeing the funding and implementation of the digital agenda for core administrative services.

The post holder will work closely with colleagues within the Planning and Data Team, across PACS, and with senior academic and administrative staff in the Professional Services and across the wider University, to liaise and advise on a wide range of strategic planning activities and to support the coordination of the administrative services.



They will be required to work independently, taking forward initiatives and projects and exercising sound judgement. In particular, the role requires strong analytical, numerical, and communication skills, including the ability to write clear and concise reports and provide expert advice on policy and strategy to senior colleagues across the University.

This role reports into the Head of Planning in PACS.

## Responsibilities

### 1. Strategic planning: development and implementation of the University's Strategic Plan

The University operates a five-year Strategic Plan, overseen by the Strategic Plan Programme Board (SPPB). The SPPB, chaired by the Vice-Chancellor, is in the process of starting to develop the University's next strategic plan. The postholder will work closely with the Head of Planning to:

- Support the Vice-Chancellor, the PVC Planning and Resources, and the Director of PACS in the development and adoption of the University's next Strategic Plan, including the preparation of data and evidence to support discussion, the coordination of inputs from across the collegiate University, and support for the deliberations of the SPPB.
- Lead on the reporting of Strategic Plan implementation to the SPPB and Council by liaising with Pro-Vice-Chancellors and senior colleagues across the Professional Services to develop and report on Key Performance Indicators (KPIs) to monitor performance against the Strategic Plan. This will include preparation of the University's Annual Report on the Strategic Plan.

### 2. Strategic Planning: coordination of the annual planning round of the academic divisions and services

The postholder will coordinate the annual planning process for academic divisions and central services, working closely with colleagues in PACS, Finance and across the divisions and services. They will work closely with the Head of Planning to analyse and interpret the results of the planning exercises to draw out planning and policy implications and plan for their impact.

### 3. Coordination of UAS planning

PACS plays a key role in the coordination of planning and activity across UAS (the University's central administrative services). The postholder will work closely with the Registrar, the Head of Planning and the UAS Divisional Financial Controller to coordinate planning activities across UAS, including the annual budget round and preparations for the three-year financial settlement process introduced under the University's new financial framework.

In addition, the post holder will support two committees, both chaired by the Registrar, that are central to the coordination of professional services activity across the University. They will act as Secretary to:

#### (a) Services Subcommittee

The Services Sub-Committee provides operational oversight of the University's central services, and strategic oversight of professional services across the whole University. The post holder will work closely with the Registrar and the Director of PACS to agree a programme of activity for the Sub-Committee, and provide administrative support for the work of the Sub-Committee (scheduling and organising meetings; collating and circulating paper packs; note taking; minutes; proactively following up on actions between meetings etc).

The postholder can expect to engage with policy and strategic issues that affect professional services across the organisation. They will take the lead on certain issues: engaging with stakeholders before writing papers and reports for consideration by the Sub-Committee

#### (b) Administrative Digital Portfolio Committee

The Administration Portfolio Committee is a new committee, being set up as a result of changes to the University digital governance structures. Chaired by the Registrar, it will be responsible for the funding and oversight of digital services across a number of core administrative functions, including HR, Finance and Estates. As with the Services Sub-Committee, the postholder will be expected to coordinate the work of the Committee with the Chair, provide administrative support and engage with policy and strategic issues raised by the work of the Committee.

#### 4. Additional activities

The post holder will be expected to undertake other duties as required from time to time by the Head of Planning and the Director of PACS.

The post will be based with the Planning and Council Secretariat in the University Administration offices in Wellington Square.

## Selection criteria

### Essential selection criteria

#### **Essential**

- (a) Ability to think analytically and strategically, and to address a complex range of issues in a systematic and results-oriented way;
- (b) Ability to analyse and use complex numerical and financial data;
- (c) Ability to work collaboratively and to gain the trust and confidence of people at all levels within the University;
- (d) Experienced in working proactively and on their own initiative, using their exceptional influencing and persuasion skills to help ensure delivery of strategic objectives;
- (e) Evidence of sound judgment in difficult or complex situations;
- (f) Ability to communicate effectively with academic and administrative staff across the University, often at a senior level;
- (g) Excellent written skills and the ability to write formal committee papers in clear concise English that are well structured, informative and facilitate information sharing and decision-making;
- (h) Able to work collegiately and flexibly as part of a team.

#### **Desirable**

It is desirable that the successful candidate possess:

- (i) experience of committee servicing;
- (j) experience of working in the higher education sector or a comparable environment.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Planning and Council Secretariat

The Planning and Council Secretariat (CS) section is responsible for university governance, compliance and legislative processes, university planning and strategy development, managing relations with the Office for Students (OfS) and a number of other external bodies, internal resource allocation and budgeting, and servicing the University's most senior executive and policy-making committees.

Seven members of the team are responsible for University-wide matters relating to governance, assurance, risk management and compliance. A substantial portion of these activities relate to the servicing of Council and several of its committees, including the General Purposes Committee, Congregation and elections by that body; and institutional compliance with the Freedom of Information Act and the Data Protection Act.

Nine members of staff undertake a broad mix of projects and recurrent work across all aspects of strategic planning and resource allocation. Activities include providing information to support the work of the Planning and Resource Allocation Committee (PRAC) and Finance Committee, and their associated sub-committees. The teams also provide strategic policy support to the Vice Chancellor, Pro Vice Chancellors and Senior Officers of the University, engaging with major external partners including HESA and other public sector agencies, support for the University's capital and annual academic planning processes, modelling and operating the University's resource allocation processes and co-ordinating the University's participation in the Uniforum benchmarking programme.

For more information please visit: <https://governance.admin.ox.ac.uk/about>

## University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and

- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly [uashr@admin.ox.ac.uk](mailto:uashr@admin.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).