

# Director of Planning and Performance

Salary to £70,000 + final salary pension + 27 days annual leave + 8 statutory days

## Job Description

### Job Purpose

Reporting directly to the Registrar and Secretary, the Director will assume responsibility for establishing this new Directorate, including organisational and team design and the development of an operational culture based on the highest professional values, of cross functional team working, customer service, innovation and university wide collaboration. The Director will also be accountable for the effectiveness and development of all Planning and Performance functions across the University.

Furthermore the Director will drive improvements in effectiveness across the University designed to achieve optimal business benefits for the institution. This will be through the development of an integrated planning cycle and associated processes that support the University's leadership in developing appropriate corporate strategies.

To deliver the challenges of this new and exciting role the Director will be expected to demonstrate high- level leadership and management skills and to be creative, energetic, open and collaborative.

### Responsibilities

- To lead in developing and integrating all top-level strategic, business and operational plans through effective planning processes which optimise the University's competitive position and enhance its academic and business opportunities;
- To design and develop the organisational structure and teams to deliver exemplar planning and performance services to the University;
- To lead a comprehensive programme of Institutional Research and Analysis targeted to corporate strategy and policy and the development of Salford as a 'learning organisation';
- To lead in developing and implementing a corporate performance management strategy and framework to assure the continued enhancement of organisational performance, development and the effective management of risk;
- To lead the development of appropriate key performance indicators and effective executive reporting functions at every level in the University;
- To lead the incorporation of sophisticated scenario planning at appropriate levels of the planning process;
- To work closely with the Finance Division on the further development and refinement of the University's resource allocation model;
- To lead in the development of corporate management information and associated statistical services, providing the opportunity to move through layers of management information to more detailed indicators as required;
- To support the management and enhancement of academic quality and standards, the student journey and institutional performance through the provision of appropriate statistical analysis and the support of monitoring, review and audit processes;
- To sustain effective relationships with all relevant agencies and assure the effective discharge of external reporting obligations;

- To work closely with the Head of Governance and Compliance on the maintenance of a corporate risk management strategy and effective internal audit processes, including the development of associated policy and procedure;
- To advise the University on relevant compliance matters, ensuring all statutory requirements and University policies and procedures are adhered to;
- To provide strong leadership and management through:
  - i. Promoting a customer focused, professional and business-like culture delivering high quality professional standards.
  - ii. Effective performance management and motivation of staff.
  - iii. Prudently managing the Directorate's budget, including developing resourcing solutions for funding new services, future growth and innovation, whilst effectively managing risk.
  - iv. The development, implementation and continuous review of the Directorate's strategy, policy and procedure.
  - v. Ensuring the work of the Directorate is addressed to the University's goals and objectives, and is innovative and adaptive to change.
- To ensure that the Directorate remains at the leading edge of innovation and service delivery through continual professional development, networking and partnering;
- To assure compliance with University policy and procedure including Health and Safety;
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;
- To undertake other such duties as the Registrar and Secretary may determine from time to time