

Academic Planning Manager

Job Description

The Role

Job title:	Academic Planning Manager
Department:	Institutional Planning and Governance
Responsible to:	Director of Institutional Planning and Governance; Pro Vice-Chancellor (Academic Planning and Resources)
Location:	Royal Agricultural University
Salary:	Grade 8: £35,333 - £42,155 DOE
Term:	Full-time, permanent
Relationships with:	Academic Staff and Leaders; Professional Services Staff;

Purpose

Responsible for the management of the University's academic operations with oversight of academic workforce/workload model planning to support the RAU's strategic direction. Develop an agile and resilient student-focused academic operations service aligned with the University's core learning and teaching activity. Work in partnership with colleagues across the University to support the delivery of key student learning and teaching streams, contributing to the development of service excellence. Develop robust and agile business processes which support staff and students.

Key Responsibilities

1. Work in partnership with academic colleagues to operationalise an adaptable and effective service through the harmonisation of business processes to enhance the experience for both staff and students.
2. Undertake modelling to understand the impact of potential programme changes on academic resourcing and student numbers.
3. Collate, analyse and present data to inform and guide decisions regarding module allocation and academic recruitment for UK and international teaching.
4. Develop, monitor and manage a sustainable delivery plan for teaching and logistics to provide in-person teaching on the University's China programmes.
5. Co-ordinate the professional and academic resources needed for all international delivery, including leading regular delivery group meetings.
6. Produce academic activity reports , including workload calculations, timetabled hours, Research and Knowledge Exchange income and other activities and make recommendations for amendments and improvements.

7. Present reports and data to University meetings including the Academic Standards and Planning Committee
8. Manage the coordination of Undergraduate, Post Graduate Teaching and Post Graduate Research administration, including the roles and responsibilities of staff members.
9. Support the development and delivery of standard operating procedures for complex, routine and transactional operations, seeking continuous improvement and to simplify processes and embed resilience within academic operations.
10. Contribute to change management processes as required.
11. Support strategic planning in academic areas, providing advice in the development and communication of policy and strategy.
12. Contribute to decisions regarding the purchase, implementation and review of information management systems for programme management at the RAU. This will include reviewing current systems, researching their application at the RAU and alternative systems, making recommendations.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Educated to degree level or equivalent professional qualification	E	A
Successful completion of an advanced management programme or postgraduate study	D	A
Knowledge, Experience and Skills:		
Appreciation of the University's business operations, strategic context and the risks it faces	E	A, B, C
Excellent organisation and management skills and experience of the delivery and evaluation of activities and projects in a changing context	E	A, B
Experience of planning and organising complex activities, and delivering to time, quality and resource requirements	E	A, B
Experience of taking personal responsibility for the management and development of a discrete area of work	E	A, B
Experience of supporting and influencing senior managers, and building successful relationships and networks at all levels	E	A, B
Excellent problem-solving skills with the ability to exercise sound judgement in proposing and implementing appropriate quality enhancements	E	A, B
Strong communication skills, oral, written and presentational, ideally with experience in writing committee papers	E	A, B
Excellent interpersonal skills, with the ability to use tact and diplomacy when dealing with a diverse group of people at all levels, and self-confidence to be able to influence and challenge at all levels	E	A, B
Good numerical skills and ability to identify, analyse, interpret and present complex information effectively, to comment on its significance, and to develop proposals for action	E	A, B
Experience of analysing and interpreting data to generate management reports	E	A, B
Ability to use IT to facilitate communication, including PowerPoint, Word, Excel	E	A, B

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Prior risk management training and experience	D	A, B
Knowledge of the HE sector policy environment	D	A, B
A successful track record of project management delivery	D	A, B

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous 30 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, discounted catering facilities, discounted onsite gym, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities. Further details of the full range of staff benefits available can be found on our [website](#).

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Prof David Main, Pro Vice-Chancellor (Academic Planning and Resources): david.main@rau.ac.uk
- **Closing date:** 13th April 2023 with **Interviews on:** 27th April 2023.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.