

Planning & Administration Manager

Job Description

The Role

Job title:	Planning & Administration Manager
Department:	Institutional Planning and Governance
Responsible to:	Director of Institutional Planning and Policy
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 8: £34,304 - £40,927 DOE
Term:	Permanent; full-time/part-time
Relationships with:	Vice-Chancellor's Executive and Advisory Groups; Governing Council; Administrators and other University staff; regulatory bodies

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employee already work flexibly include part-time, job share, hybrid-working and compressed hours.

Purpose

To build strong relationships across academic and professional services staff to gain support and engagement in the University's planning cycle. Work with a wide range of stakeholders at different levels across the RAU to ensure alignment with the University's strategic vision and objectives, and ensure that governance arrangements in respect of risk management meet all the regulatory requirements. Manage and lead the administration team, motivate and champion a positive approach to ensure that the team delivers added value; ensure that the team's workload is planned appropriately, and that key outputs are delivered on time and to a high standard.

Key Responsibilities

1. Work closely with the Director of Institutional Planning and Policy to manage the day-to-day delivery of the university's planning and performance cycle
2. Work across the professional services functions and academic units to coordinate the provision of information and reporting that is relevant to the planning and performance cycle, the delivery of the strategic plan and the operational plan
3. Be able to receive and interpret data and translate this in to management reports that can support the Director of Strategic Planning and Policy and other senior managers to inform institutional decision making

4. Keep up to date with sector developments, horizon scanning for changes in national policy that have the potential to create opportunities or risks to the university's strategy and plans
5. Lead the management and delivery of the University's risk management approach in alignment with the University's strategic objectives, ensuring that the University's governance arrangements in respect of risk management meet all the regulatory requirements.
6. Take ownership for the risk management framework, including mechanisms to document risks, mitigations, and track actions. Review the risk management framework regularly, gathering and considering feedback from stakeholders, in order to continually improve the effectiveness.
7. Oversee the support, coordination and administration for operational and strategic meetings structures across the institution. Ensure key management meetings are appropriately organised and supported i.e. minute takers assigned, agendas prepared, venues arranged.
8. Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
9. Lead on the development of end-to-end administrative processes that will help to improve the efficiency and effectiveness our core administrative services.
10. Ensure the smooth and adequate flow of information to facilitate other business operations. Provide input to the University's strategic planning process, working with others to enhance the quality, presentation and dissemination of management information across the University.
11. Use data literacy to translate data for use in strategic planning and analysis.
12. Link governance support with administration team to ensure clear lines of communication and integration and Ensure operations adhere to policies and regulations
13. Manage a team of PA's, administrators and central administrative function. Manage and co-ordinate the delivery of high-quality administrative support to senior managers ensuring staff are effectively deployed.
14. Take ownership for development and maintenance of the university calendar.
15. Develop relationships with internal stakeholders to communicate and disseminate policy changes.

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	Essential or Desirable	Measured By
The post holder must be able to demonstrate:		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
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	E	A, B

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
levels, and self-confidence to be able to influence and challenge at all levels		
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
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

Application Procedure

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

- A University [Professional Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – Please attach your up to date CV to add additional information
- A covering letter explaining your interest and motivation for applying, along with how your experience and qualifications suit you for the role
- Details for 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.
- **Closing date:** 8th December 2021, with **Interviews on:** 20th December 2021
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

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

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).

