### University of Edinburgh

#### 1. Job Details
**Job title:** Strategic Planner  
**School/Support Department:** Policy and Planning  
**Line manager:** Director of Planning and Deputy Secretary

#### 2. Job Purpose
To complete statutory statistical returns to the Scottish Further and Higher Education Funding Council (SFC); maintain and develop internal planning tools; produce management information and contribute to projects in support of the University’s strategic goals.

#### 3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
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<tbody>
<tr>
<td>30%</td>
<td>1. Compile accurate student number statistical returns to SFC to fulfil statutory requirements and enable SFC to determine allocation of teaching funding to the University based on these returns. Provide advice to Director of Planning on strategic and routine transfers of funded student places. Contribute to the further development of management information and reporting systems used in making these returns.</td>
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<tr>
<td>20%</td>
<td>2. Reconcile SFC and HESA student number statistical returns and play a co-ordinating role in all statistical returns to HESA as part of a quality control mechanism to ensure that statutory returns made by the University are as accurate as possible.</td>
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<tr>
<td>10%</td>
<td>3. Oversee and further develop the teaching load (TL) process. This is an internal reporting aid that allows the University to calculate the relative input by academic units to the teaching of each course undertaken by a student. TL impacts directly on external statutory returns and internal planning and budgeting tools. Responsibilities include co-ordinating the updating of TL information; updating and publishing operational reports; and responding to queries including those arising from the use of TL in other processes e.g. resource allocation.</td>
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<tr>
<td>10%</td>
<td>4. Maintain and further develop the University’s organisational hierarchical database (OrgMI) and co-ordinate the annual update of the organisational structure to ensure that the status of individual organisational units is accurate and helps enable the harmonisation of the management information drawn from the University’s main transactional databases.</td>
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<tr>
<td>20%</td>
<td>5. Act as committee secretary for senior University committees or strategy groups as required. Currently act as secretary to the Fees Strategy Group and formulate advice to the Director of Planning and other colleagues to contribute to the development of the University’s fee policy and strategy.</td>
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<tr>
<td>10%</td>
<td>6. Undertake project-related work to respond to key strategic issues identified by the Director of Planning or Senior Management and to contribute to cross-University working groups. Undertake such other duties as may be assigned from time to time by the Director of Planning.</td>
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4. Planning and Organising

- Plan and prioritise own workload in consultation with the Director of Planning to deliver range of outputs which are required quarterly/annually whilst ensuring the ability to respond to ad hoc demands which are generated primarily by the Principal/external stakeholders and are largely unforeseen and immediate.
- Plan and co-ordinate input from colleagues in College offices to meet timescales for updating teaching load.
- Plan complex sequence of tasks, set internal deadlines and organise input from Registry to ensure strict external deadlines are met for statistical returns.

5. Problem Solving

- Identify reasons for any discrepancies in the Early Statistical, Final Figure and HESA student number returns and resolve these to the satisfaction of the Director of Planning and SFC.
- Interpret complex SFC guidance on statistical returns to ensure that our returns comply with requirements.
- Identify and implement improvements to systems and processes used to support delivery of key responsibilities.

6. Decision Making

- Decide, in consultation with Registry, systems changes needed to meet constantly changing requirements of SFC for student number statistical returns.
- Provide advice to Director of Planning on strategic and routine transfers of funded places which impact on the University’s teaching grant from SFC.
- Decide key issues to draw to attention of Director of Planning from student number statutory returns and research-related project work.

7. Key Contacts/Relationships

- Colleagues in SFC who are responsible for statistical returns in order to clarify requirements.
- Administrative staff in College offices, MIS, Registry, HR, Finance and Careers on a regular basis in connection with statutory returns, teaching load and organisational hierarchy.
- Members of Fees Strategy Group including Principal, Heads of College, Registry and Finance as secretary to the Group.

8. Knowledge, Skills and Experience Needed for the Job

The post requires an individual of high intellectual calibre with a good honours degree or equivalent and the ability to think strategically and innovatively; excellent IT, conceptual and analytical skills and very high levels of numeracy and written and oral expression; the ability to form effective working relationships with colleagues across the University and to work well as part of a team and independently; a minimum of three years relevant experience, preferably within a University, statistical agency or funding body, is essential. Initiative, resilience and discretion are indispensable.

9. Dimensions

- This role impacts on all staff and students of the University as it involves developing policy and processes.
- The student number statistical returns to SFC determine the allocation of funding to the University. They also determine any financial penalties applied by SFC to the University. Any significant error would result in reputational damage to the University and financial loss.
- Supervision of tasks undertaken by 1 (shared) clerical assistant in support of this post.
10. Job Context and any other relevant information
The postholder operates from a central University perspective in the context of a rapidly changing internal and external environment and frequently changing priorities.