

Planning Officer (Governance and Projects)

Job Ref: REQ230049

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department summary

Job Description

Job Grade: Management & Specialist Grade 6

Job Purpose

To provide professional support for key initiatives in the field of planning and resources, including the provision of support for strategy implementation, major capital (building) projects and senior planning committees.

The Planning Team provides a broad range of services in support of the University's major planning functions. It works closely with staff across the University on planning and resource issues. Its main responsibilities fall under the following headings:

- Development & delivery of University Strategy
- Supporting effective governance of University Committees and other groups
- Support for the University Planning and Resource Allocation process and University wide projects
- Provision of accurate, timely and relevant management information.
- Supporting the embedding of equity, diversity and inclusion across the University.

Job Duties

1. University Committees
 - To act as Secretary to Infrastructure Committee and to ensure the effective operation of the Committee.
 - To provide comprehensive support to the Chair of Infrastructure Committee on all matters relating to the Committee's work.
 - To work with the Secretary of Operations Committee (Director of Planning) and Assistant Secretary (Planning Officer) on all matters relating to the approval of major capital projects.
 - To act as designated back-up to the Assistant Secretary (Planning Officer) on all other matters relating to the work of Operations Committee.

- To provide administrative support to other planning committees as may be assigned by the Senior Planning Officer (Strategy and Governance).

2. Major Capital Projects

- To be responsible for the administration of the major capital project approval process.
- To provide support for Project Management Boards (PMBs) and working groups for building projects as required.
- To provide advice and guidance to the Vice Chancellor's Reports, Director of Estates and Facilities Management, Deans and other heads of Professional Service sections on the major capital project procedures, including the information required at each approval stage by different University Committees, and other related governance issues in relation to capital projects.

3. Governance Support

- To work with other members of the Governance and Projects Team within the Planning Office to provide cover and support for other University Committees, PMBs and working groups as required.
- To work with Estates & Facilities Management, IT Services, Sport Development Centre (SDC) colleagues in offering guidance on the structure and content of committee papers relating to major capital projects.
- To work with Estates & Facilities Management, IT Services, Sport Development Centre (SDC) colleagues to keep project procedures and associated guidance under review.
- To work with the Senior Planning Officer (Strategy and Governance) to take forward work streams that support and develop effective governance practices within the University.
- To provide support for Project Management Boards and working groups aimed specifically at delivering the priorities identified in the University Strategy (including Equity, Diversity and Inclusion) or other non-building projects.

4. Other Duties

- Ad hoc project work or other occasional duties as may be assigned by the Senior Planning Officer (Strategy and Governance).

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Senior Planning Officer (Strategy & Governance).

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Must have significant experience of working in similar role gained working in a large complex organisation	1,3
	Experience of providing professional support for Committees or governance processes, including committee servicing and familiarity with governance structures in a large organisation	1,3
	Experience of working with senior managers.	1,3
	Experience of operating and coordinating tasks across functional structures	1,3
	An experienced communicator who is able to give and receive constructive challenge and feedback; and who can effectively deploy a range of reading, writing and presenting skills to ensure the right information is delivered in the right way and time	1,3
Skills and abilities	Collaborative attitude and approach, with an ability to build positive supporting relationships with colleagues and external stakeholders, whilst also able to work autonomously with limited management direction	2,3
	Ability to communicate effectively with a range of stakeholders	3
	Proven ability to professionally challenge and influence others including senior colleagues	2,3
	Ability to communicate passion for Equity, Diversity and Inclusion with a focus on action	3
	The capacity to learn independently and to master new areas of knowledge and skills rapidly	3
	A high level of attention to detail	2,3
	Excellent writing, numerical and interpersonal skills	1,2,3
	The potential to develop strong management skills	3
	Proven ability to be pro-active, to prioritise a complex workload and to work to tight deadlines	3
	Ability to work with minimal supervision and guidance	3
	Proven ability to work as part of a team	3
	Initiative, flexibility and the ability to adapt to a changing work environment	3
	Extensive working knowledge of standard office IT applications	1
Training	Willingness to undertake further training as appropriate	1
Qualifications	Hold a degree and/or demonstrate equivalent experience of substantial analysis of complex written material	1

Other	Compliance with relevant policies	1
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a professional capacity, ideally in higher education	1
Qualifications	A postgraduate qualification	1

Conditions of Service

The position is a full time and open-ended. Salary will be on Management & Specialist Grade 6, £31,406 to £40,927 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Grade 6, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see

<http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **21st February 2023**. Interviews will be held on **7th March 2023**.

