

Job Description

Post/Job Title:	Planning Analyst
Ref:	530
Faculty/Professional Service:	Office of the Vice Chancellor (Planning Team)
Normal hours per week:	Full time <i>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</i>
Grade:	6
Accountable to:	Planning Manager

Context

This role forms part of the Planning Team, which is responsible for Institutional Reporting, Planning, Information Governance, Risk Management, Insurance, Business Continuity, and Internal Audit Coordination. The team provides a coherent and integrated operating model that connects planning, reporting, risk management, and assurance functions to support effective decision-making. This includes embedding robust internal control and risk frameworks and enabling the timely, transparent monitoring of performance against strategic KPIs.

As BU enters a new strategic period, data will remain central to informed decision-making. To support this, there is an increasing need to accelerate the development and modernisation of reporting tools to enhance insight, agility, and operational efficiency.

Job Purpose

The post holder will play a key role in delivering high-quality, institution-wide analysis and student-related reporting that supports evidence-based decision making and strategic planning. Working across both the Strategic Insight and Student Planning and Reporting functions, the role will be responsible for producing clear, actionable insights for senior leaders, faculties, and professional services, drawing on a wide range of data sources to inform academic planning, student number forecasting, and institutional performance monitoring.

The role will support the development and maintenance of a robust performance measurement framework, including institutional KPIs, and contribute to student lifecycle analysis across applications, enrolments, and outcomes. Through the creation of insightful written and visual reporting outputs, the post holder will help ensure the University can monitor progress, drive improvement, and respond proactively to opportunities and challenges. In doing so, they will also contribute to building data literacy and promoting a culture of informed, data-led decision making across the institution.

Main responsibilities

1. To prepare reports which are accurate, well presented, timely and meet the needs identified by key stakeholders. Provide informed analysis of the data including narrative and interpretation in addition to numeric / statistical analysis to meet requirements. Ensuring all new reports are in line with the defined quality standards.
2. Support the preparation and development of the Planning Team's development of reporting solutions, linking data sources together and providing informed analysis to aid strategic decisions and provide actionable insights.
3. To have an in-depth knowledge of principal BU record systems, of the academic, regulatory and statutory processes that influence/constrain them and, most importantly, the system structures and interrelationships which support the different areas of those systems and the triangulation of data between them. To combine this breadth of knowledge with a high level of proficiency in each of the different reporting tools, to design creative and innovative reporting solutions and relevant statistical analysis.
4. To be proactive in understanding the requirements of key stakeholders at all levels, including report users. Be able to translate requirements to the most appropriate tool for preparing and distributing new reports, including how the data can be easily obtained as well as how the end user may wish to manipulate the data, Support the investigation and implementation of a range of reporting tools across the institution integrating into warehouse development where appropriate.
5. Collaborate with the report development team to ensure reporting solutions are delivered consistently and in line with agreed design standards. Contribute to the ongoing development of the University's information management platform by providing input on reporting priorities and working closely with IT colleagues to inform the design and enhancement of the data warehouse. Support the development and maintenance of the BU data dictionary, particularly as the scope and volume of reportable data continues to grow.
6. Support the University within the Planning team with the strategic and annual planning processes including supporting student number planning and forecasting and related KPI planning development.
7. To support the development and embedding of a performance metric framework including monitor the performance against an agreed set of institutional Key Performance Indicators and drilldown to Faculty and Professional Service reporting. Develop an awareness of external benchmarking against which the University can measure the progress of its strategic priorities, particularly in relation to a group of identified comparator universities.
8. Lead the independent verification and sign off for all key institutional returns including those requiring multiple inputs from different sources such as HESA, ensuring the consistency of data in those returns, in maximising any potential benefits to the University, and acting as a data guardian for institutional data, working with data owners to improve data quality.
9. Analyse and maintain long-term data sets and develop in-depth understanding of their implications for the University. Disseminate and action key findings to facilitate data optimisation as appropriate and promote understanding of and provide advice on externally significant intelligence to colleagues in Faculties and Professional Services.

10. Analyse all major league tables and present the findings to a high standard (eg for the University Board or University Executive and/or University Leadership Teams) to identify and measure the impact of reported indicators in university league tables for Bournemouth University. Support the understanding of external lead indicators such as league tables within Faculties and Professional Services.
11. Be a proactive member of the Planning Team at BU and actively participate in discussions with colleagues to identify on-going improvements and efficiencies.
12. Participate periodically in the execution of BU wide projects as required.
13. Contribute and participate in team succession planning and developmental activities.
14. Deputise for the Planning Team Managers as appropriate.
15. Any other duties that might reasonably be required.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

November 2025

Person Specification

Post / Job Title: Planning Analyst		Post: POSN109410
Faculty / Service: OVC: Planning Team		Date: November 2025
Knowledge (including experience & qualifications)		Essential /Desirable
Degree or equivalent qualification in a relevant subject or equivalent level of intellectual capacity		E
Experience of BI tools and report writing		E
Extensive experience of building and using databases/reporting tools; proven experience in manipulation and analysis of large volumes of data		E
Comprehensive understanding of complex relational databases and extensive experience in reporting from them using database query tools		E
Experience in an analytical role		E
Experience of reporting against KPIs or similar metrics		E
Experience of writing executive level reports and presenting to diverse users		E
Experience of working within a complex organisation		E
Experience of Higher Education administration		D
Experience of BI report writing (such as PowerBI)		D
Skills		
Excellent interpersonal skills required to influence a wide range of colleagues/stakeholders. Ability to talk to senior figures in the University and present an argument convincingly		E
Problem solving skills and the ability to translate ideas into implementation plans		E
An innovator with proven experience in delivering information solutions for a user base, requiring influencing and communication skills		E
Excellent business analysis and requirements gathering skills		E
Excellent numeracy and statistical skills		E
Ability to research and analyse complex information, bringing together data from different sources and at short notice		E
Good presentation skills (reports)		E
Excellent MS Office skills including advanced Excel and Word skills		E
Ability to learn new systems quickly		E
Attributes		
Excellent attention to detail		E
Ability to manage conflicting priorities		E
Ability to work as part of a team and contribute effectively as a team player		E
Ability to instil best practice in reporting solutions to the team and to design and implement training as required		E
Ability to work proactively and independently with excellent time management and prioritisation skills		E
Ability to work flexibly under pressure		E
Demonstrable customer oriented approach		E
Creative and innovative approach to finding solutions		E
Commitment to own continuous personal and professional development		E
Commitment to BU's values are excellence, inclusivity, creativity and responsibility		E