

FALMOUTH

UNIVERSITY

JOB DESCRIPTION

Job title:	Planning Analyst
Grade:	6
Responsible to:	Director of Planning and Business Intelligence Services
Responsible for:	0 FTE
Date:	October 2025

Job purpose

Lead the development, maintenance, and communication of robust student-number forecasts to inform institutional strategy and operational planning.

You will support and refine intake-to-enrolment and progression/continuation models across horizons (in-cycle, annual, and multi-year), combining admissions pipeline data, historic trends, market intelligence, and policy assumptions.

Working closely with Recruitment, Finance, Business Intelligence and Estates, you will provide scenario analysis that guides targets, capacity and portfolio decisions, and budget setting.

You will translate complex analysis into clear, actionable insight for senior stakeholders, and ensure forecasts align with internal governance.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Main duties and responsibilities

1. Support the Director of Planning & Business Intelligence Services with cross-university student-number and income forecasting, translating admissions pipeline, progression and retention trends into multi-year fee-income projections. Provide scenario analysis, risk/sensitivity assessment and clear reporting that tracks delivery against strategic recruitment and financial objectives.

2. Provide robust planning advice and guidance to Deans/Directors and other senior Managers to ensure the development of coherent and detailed delivery plans.
3. To support the development and embedding of KPIs, dashboards and other mechanisms that create a line of sight from high level dashboards into internal accountability processes.
4. To prepare and analyse management information relevant to the planning process to inform strategic decision making.
5. Utilise the available technologies (primarily Microsoft 365) to deliver business improvements in respect to effectively data management, monitoring and planning processes.
6. To coordinate the university's annual planning round including communication with key stake holders, preparation and dissemination of guidance and planning templates, scheduling and arranging a timetable of meetings and deadlines with key stakeholders, keeping a record of discussions and all the decisions agreed through the planning process.
7. Work with Deans, Marketing and Engagement and the Finance department, to establish and embed a clear integrated annual planning cycle.
8. Work with the Finance department to coordinate planning activities, ensuring outputs feed into budgeting cycles to achieve our strategic goals.
9. To establish and maintain effective stakeholder relationships and flows of information across the University in relation to annual and long-range plans and managing the interface between University and Faculty/ Directorate priorities.
10. Lead the annual Student Number Planning process, arrange meetings and liaise with course teams and Deans to ensure proposed number plans are developed and challenged in advance of review meetings.
11. To be proactive to recognise key gaps and proactively support the development of new planning solutions using a suite of tools.
12. To ensure plans are underpinned by explicit, robust assumptions with clear ownership and change control.
13. To play a prominent, proactive role across the University into the use of planning tools and provide advice and training where needed.

General duties and responsibilities

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the annual Performance Development Review process.
4. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
7. To be responsible for your own continuing self-development.
8. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

9. Health & safety requirements

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Planning Analyst

Attributes	Essential requirements	Desirable requirements
Education and qualifications	First degree or equivalent higher education management experience in a similar role	
Experience and knowledge	Experience providing analysis from various types and sources of data (e.g., student, staff and financial data) and utilising insights to influence organisational decision-making and planning effectively Knowledge and understanding of the role of data in decision making with the ability to analyse and interpret complex data sets and develop a related narrative through the application of specialist knowledge Ability to lead on the extraction, analysis and interpretation of large data sets identifying key trends & issues, producing analytical reports for a wide range of audiences including senior management committees Ability to communicate complex, conceptual information clearly and professionally, both orally and in writing Experience in presenting findings to committees, working groups, and external stakeholders. Experience in a higher education administration or management role with a significant planning or management information component Advanced working knowledge of Microsoft Office Ability to deal with sensitive communication in a confidential, tactful and diplomatic manner	Experience of supporting academic planning activities in a Higher Education environment Ability to communicate technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way Knowledge of Project Management techniques Experience of Power BI

Skills and personal requirements	Ability to develop and maintains excellent working relationships with staff at all levels of an organisation Ability to plan, prioritise and manage resources effectively to achieve long term objectives Ability to work as part of a team and independently with minimal supervision and guidance Ability to manage and prioritise workload including meeting individual and team deadlines	
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