

It starts with community

The National Lottery Fund
Role Profile



Strategic Planning Manager

Directorate: Finance & Resources

Department: Strategic Planning

Role/Competency level: Level 3

Reports to: Head of Strategic Planning



Role Profile: Strategic Planning Manager

Role purpose

The Strategic Planning team support the Fund to ensure alignment of strategic ambitions with the Corporate Plan and associated corporate processes. They provide expertise in business planning and strategic delivery, taking a lead role in the development of the Fund's corporate and business planning processes, providing advice, guidance and monitoring delivery against the plans to ensure our strategic ambitions are achieved. The team is also responsible for the monitoring, reporting and governance of the Fund's projects by providing delivery assurance to the Fund's leadership and senior management teams (SMT).

Strategic planning: You'll co-ordinate the key components of the strategy management system including the development and planning of the organisation's corporate plan; aligning the wider organisation with the strategic ambitions; facilitating the annual business planning end to end cycle and ensuring monitoring and learning is undertaken across the organisation.

Programme Management: You'll be responsible for the monitoring, tracking and reporting of Fund projects. You'll collaborate with directorates on project progress on a monthly basis, producing project progress reports and an appropriate performance rating for subcommittees and SMT. You're responsible for project management documentation utilised within the Fund. You'll triage directorate project management requests and utilise Fund procurement services as required.

Strategic analysis: You'll use strong analytical skills to interpret multiple sources of data, simplify complexity and make connections to form conclusions and monitor progress against the corporate and business plans. You are responsible for the programme of projects reporting to subcommittees monthly and supporting the Head of Strategic Planning with SMT reporting. You'll coordinate any additional reporting for Chief Executive or other senior stakeholders as required.

Stakeholder management: You'll provide coaching and guidance to increase strategic performance across the Fund by collaborating with a wide network of Fund colleagues, including senior managers, leaders and other stakeholders. You'll engage and influence senior stakeholders to seek resolutions, where issues are identified .

Communication and Engagement: You and your team will be responsible for reinforcing corporate strategy through various channels to ensure colleagues are aware of and feel alignment to the corporate plan. You'll collaborate with Internal Communications and Engagement colleagues and other key stakeholders to embed the corporate strategy and plan.

You'll have line management responsibility for other colleagues and ensure there is continued development of skills and knowledge across the team.



Role Profile: Strategic Planning Manager

Key responsibilities

- Co-ordinate key components of the strategy management system
- Monitor, track and report on Fund projects
- Responsibility for project management documentation
- Provide coaching and guidance to increase strategic performance
- Use communication channels to reinforce and embed corporate strategy and alignment to the corporate plan with Fund colleagues
- Manage a team
- If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation & the Welsh Language Standards of the Fund is required.



Role Profile: Strategic Planning Manager

Knowledge, skills and experience

- Experience in delivering key elements of the strategy management system, including ability to provide professionally presented strategic analysis.
- Experience of managing corporate processes; corporate plan and business planning
- Experience of developing processes, systems and associated guidance and template documentation, and guiding teams through the implementation of the new process.
- Experience of working within multi-disciplinary teams, mentoring and coaching individuals and providing direction, highlighting priorities and identifying solutions.
- Ability to take a continuous approach to planning, managing uncertainty, metrics and measurements, contingency planning and road mapping.
- Solid stakeholder management experience with ability to influence and negotiate senior leaders
- Strategic thinking; ability to maintain overall perspective on the wider context
- Strong communication skills, working across team and organisational boundaries at all levels.
- Ability to work flexibly and collaboratively in small team to ensure team delivery
- Experience of project management methodologies and risk management
- Project management qualification ie Prince Agile 2
- Knowledgeable in business excellence frameworks such as EFQM



Role Profile: Strategic Planning Manager

Role competencies: Level 3

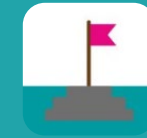
- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values



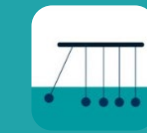
We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.