



Job Description

Position Title	Chief Planning Officer
Faculty Department	Institutional Planning Development Department
Reports to	Director, Institutional Planning and Development Department (IPDD)
Position Level	Band 4 (GSS)
Purpose of the Role	The Chief Planning Officer is the second-most senior professional position within IPDD and provides senior technical and coordination support to the Director. The position will coordinate the University's institutional planning cycle and IPDD work programme; maintain planning timelines and milestones; integrate inputs from relevant institutional functions; coordinate the preparation and quality assurance of institutional plans and reports; undertake crosscutting institutional analysis; and provide technical advice to the Director and Senior Executive Management. The position will support alignment between institutional priorities, planning, implementation, monitoring and reporting. In relation to the Physical Master Plan, the CPO will support institutional monitoring and reporting of implementation progress and work with the relevant University units, including the Department of Properties, Facilities and Projects, to ensure infrastructure development priorities remain appropriately reflected in institutional planning and reporting. The position may act as Director when formally delegated.
Detailed Roles & Responsibilities	
Service Delivery	Coordinate the University's institutional planning cycle and IPDD work programme under the direction of the Director, including timelines for the development, review,

	implementation and monitoring of the University Strategic Plan, cascaded Corporate and Academic Plans, Annual Plan, Annual Report and Physical Master Plan. • Provide senior technical advice and crosscutting institutional analysis to the Director and Senior Executive Management on institutional priorities, performance, emerging issues, risks, opportunities and planning requirements. • Coordinate and integrate inputs from relevant planning and institutional functions to ensure alignment between the University's Strategic Plan, cascaded Corporate and Academic Plans, Annual Plan, Annual Report, Physical Master Plan and related institutional priorities. • Coordinate the preparation, consolidation and quality assurance of institutional plans and reports, including the Strategic Plan, cascaded Corporate and Academic Plans, Annual Plan, Annual Report and other institutional planning documents. • Coordinate the monitoring of implementation of institutional plans and priorities, working with relevant officers and University units to track progress, identify delays, emerging risks and areas requiring management attention. • Provide technical coordination and support to faculties, schools, colleges, SINU TAFE, departments and corporate units in applying institutional planning frameworks, processes, reporting requirements and evidence-based approaches. • Undertake institutional research, environmental scanning, trend analysis and crosscutting analysis to inform institutional planning, policy development and management decision-making. • Review and support continuous improvement of institutional planning frameworks, processes, guidelines, tools and reporting systems, and support the Director in coordinating IPDD contributions to University-wide planning, governance and institutional improvement initiatives.
Quality	• Ensure institutional plans, reports, analysis and planning outputs are accurate, evidence-based, coherent and delivered within required timeframes.

	Promote continuous improvement in planning frameworks, processes, systems and reporting standards.
Teamwork	- Build and maintain effective working relationships with senior management, faculties, schools, colleges, SINU TAFE, departments and corporate units. - Promote collaboration, consultation and coordination to achieve aligned institutional planning and performance outcomes.
Qualification/ Experience	Master's Degree in Strategic Planning, Public Policy, Public Administration, Development Studies, Economics, Management or a related discipline, with at least three (3) years of relevant professional experience; OR A Bachelor's Degree in Strategic Planning, Public Policy, Public Administration, Development Studies, Economics, Management, Education Planning, Statistics, Business Analytics, Data Science, Institutional Planning or a related discipline, with at least seven (7) years of relevant professional experience. Desirable: Professional certification, postgraduate training or demonstrated capability in strategic planning, monitoring and evaluation, institutional research, policy analysis, data analytics, project management or related areas will be an advantage. Skills and Abilities: - Strong strategic, analytical and problem-solving skills. - Ability to integrate and interpret complex institutional information. - Ability to coordinate University-wide planning and reporting processes. - Strong report-writing and presentation skills. - Ability to prepare executive briefs, recommendations and decision-support information. - Sound judgement and decision-making skills. - Strong communication and interpersonal skills.

	• Ability to work collaboratively with senior management and diverse stakeholders. • Strong organisational and time-management skills. • Proficiency in relevant Microsoft Office and analytical/reporting applications. Knowledge: • Strategic and institutional planning • Organisational performance and institutional research • Monitoring and evaluation • Policy development and analysis • Higher education planning and governance • Institutional reporting • Quality assurance and continuous improvement • Development, implementation and monitoring of institutional plans and performance frameworks • Government planning and reporting requirements • Solomon Islands higher education environment (highly desirable)
Key Deliverables	• Coordinated institutional planning calendar and work programme; clear timelines, responsibilities and milestones maintained across relevant planning processes. • High-quality analysis, advice, recommendations and decision-support information provided within required timeframes. • Coherent and aligned institutional planning outputs; crosscutting issues and gaps identified and addressed. • Accurate, coherent and timely institutional plans and reports prepared for management, governance bodies and relevant external stakeholders. • Consolidated implementation updates; key progress issues, risks and areas requiring intervention identified and reported. • Improved consistency and quality of planning, implementation and reporting across the University.

	• Evidence-based analysis, trend information and recommendations addressing crosscutting institutional issues. • Improved institutional planning systems, processes and tools; timely and coordinated IPDD contributions to University-wide initiatives.
Key Selection Criteria (KSC)	KSC 1: Strategic and Institutional Planning Demonstrated experience in strategic, institutional or corporate planning within a complex organisation. KSC 2: Research, Analysis and Decision Support Demonstrated ability to undertake research, data analysis, environmental scanning and evidence-based analysis to support institutional planning and decision-making. KSC 3: Planning Coordination and Reporting Demonstrated ability to coordinate the development, implementation, monitoring and reporting of strategic and operational plans. KSC 4: Technical Advice and Communication Demonstrated ability to provide sound technical advice, recommendations and decision-support information to senior management and stakeholders. KSC 5: Stakeholder Engagement and Teamwork Demonstrated ability to work collaboratively with faculties, schools, colleges, departments and corporate units to achieve institutional planning objectives. KSC 6: Governance, Risk and Continuous Improvement Demonstrated knowledge of planning frameworks, performance monitoring, risk management and continuous improvement, with strong written and verbal communication skills.

Compliance	• Comply with all applicable SINU policies, procedures, legislation, regulations and professional standards. • Maintain confidentiality and integrity of institutional information and records. • Perform duties in accordance with SINU's strategic objectives, values and approved planning and governance frameworks • Undertake other duties reasonably assigned by the Director consistent with the position.
Terms and conditions	This position is offered on a fixed-term contract of five (5) Years, Subject to performance review and renewal in accordance with university Policies. Annual Salary Range: SBD 125,675.34 - 136,575.95 Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the SINU to achieve its Strategic objectives:</i> Director Human Resource (Ag): <u></u> Date Approved: <u>31 August 2026</u> Aruana Runimetu Additional Comments: