

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Director, Institutional Planning and Analysis
DEPARTMENT:	Institutional Planning and Analysis
SALARY LEVEL/CLASSIFICATION:	SL 9
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Vice-President, Finance and Administration
DATE LAST REVISED:	September 2026

SUMMARY OF FUNCTIONS:

Reporting to the Vice-President, Finance and Administration, the Director, Institutional Planning and Analysis serves as a strategic advisor to the Executive Team and senior leadership. The Director provides leadership advice to support integrated academic, enrolment, financial, and resource planning, helping translate the University's strategic objectives into data-informed initiatives and long-term institutional priorities.

The Director works closely with the Executive Team, Deans, and University Management Group to advance institutional planning, strategic enrolment planning, academic program development, and financial sustainability. The role oversees institutional research, analytics, reporting, and data governance functions that support evidence-based decision-making across the University.

The Director also leads the development and effective use of institutional data, systems, and analytics platforms to strengthen planning, forecasting, accountability, and operational effectiveness. Through this work, the Director promotes sound data practices, supports a culture of data literacy, and helps align resources with institutional priorities.

DUTIES & RESPONSIBILITIES:

Strategic Advice and Guidance (40%)

- Provide strategic advice to the Executive Team, Deans, and senior administrative leaders on matters related to enrolment, academic planning, financial sustainability, and government policy
- Assess institutional impact and risk associated with emerging policies, demographic shifts, funding changes, and strategic initiatives, and recommend internal policy and process changes in response
- Lead the interpretation of government funding models, tuition frameworks, and grant opportunities, identifying associated risks and strategic implications for the University
- Support the Executive Team in engagements with government agencies and prepare strategic analyses and briefing materials related to funding, accountability, and policy initiatives
- Prepare reports, policy briefings, and data analyses for key internal governance bodies, including Senate and Board committees
- Manage and synthesize diverse data sets—quantitative and qualitative—to inform executive-level decision-making and lead the development of processes to meet ad hoc reporting needs across the University
- Support institutional planning and continuous improvement through the development and dissemination of accountability reports and performance indicators

- Provide guidance to other departments on optimizing the use of institutional resources
- Lead or collaborate on cross-functional institutional initiatives and systems that support data-informed decision-making, integrated planning, and University-wide operational effectiveness
- Serve as Nipissing's primary liaison to the Council on University Planning and Analysis (CUPA)

Integrated Planning and Budgeting

(25%)

- Lead the development and application of institutional planning models that integrate enrolment forecasting, tuition revenue projections, and government grant analysis to support the University's strategic and multi-year budgeting processes
- Collaborate with the Finance Office, Deans, and senior leadership to align academic and administrative planning with financial sustainability objectives
- Provide data-driven recommendations for annual and long-term budget planning, including enrolment targets, human resource forecasting, and resource allocation strategies
- Ensure Faculty and divisional plans align with institutional priorities and funding realities
- Monitor and advise on the financial and strategic implications of academic program development, student demand, enrolment trends, and sector-wide changes to support academic innovation and long-term sustainability
- Assess and advise on proposals related to program costing, class sizes, intake levels, tuition scenarios, and program structures to enhance competitiveness and efficiency
- Collaborate with Deans and institutional leaders to understand and respond to faculty-specific budgetary needs, ensuring evidence-based planning and advocacy

Data, Process and Systems Management

(20%)

- Provide strategic leadership in the development and governance of institutional data systems, ensuring alignment between data infrastructure, analytics practices, and the University's planning and decision-making priorities
- Lead the University's data warehousing and institutional reporting vision, overseeing initiatives to modernize data architecture, standardize reporting definitions, and ensure cross-system data integrity
- Establish and maintain institutional data governance practices, including consistent data definitions, standards, processes, and accountabilities that support data quality, privacy, appropriate access, compliance, and the ethical and effective use of enterprise-wide data
- Set direction for the adoption and integration of platforms and tools that enable accessible, actionable insights across functional areas
- Provide oversight and direction on key data-related projects to ensure system interoperability, responsive reporting, and enhanced institutional effectiveness
- Promote a culture of data literacy and evidence-based decision-making by supporting the effective interpretation and use of institutional data across academic and administrative units

Institutional Research, Reporting and Surveys

(15%)

- Provide strategic oversight for the University's institutional research, survey, and reporting functions, ensuring all data-related activities align with planning priorities, accountability requirements, and sector benchmarks
- Lead the development, validation, and submission of official institutional reports and datasets, including enrolment audits, funding submissions, performance indicators, and compliance reports for provincial and federal agencies
- Oversee the analysis and interpretation of student and institutional survey data, such as NSSE, CUSC, and OUGS, to inform planning, monitor performance, and support continuous improvement across academic and administrative units

- Ensure transparency, accuracy, and consistency in responses to external data requests, media inquiries, and reporting obligations in collaboration with Communications and senior leadership
- Act as a senior advisor on institutional research methodology, survey design, and data interpretation
- Provide direction to staff responsible for data analysis, survey execution, and reporting functions

Other duties as assigned.

QUALIFICATIONS:

Education: A master's degree or equivalent is required, with an emphasis on both qualitative and quantitative research principles, theories and methodologies.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum of seven years of progressive leadership experience in institutional research, policy planning, and strategic analysis within the post-secondary education sector or equivalent public-sector organizations
- Proven experience leading complex institutional planning, budgeting, government reporting, and data governance initiatives
- Experience developing institutional planning models and data strategies that support long-range forecasting, risk assessment, performance monitoring, and resource planning
- Demonstrated ability to build collaborative relationships across academic and administrative units
- Comprehensive understanding of university governance and the administrative structures of the Ontario and Canadian post-secondary education systems, including funding mechanisms, government policy, and accountability frameworks
- Advanced knowledge of institutional research methodologies, including data collection, survey design, performance measurement, policy impact analysis, predictive modelling, and the use of analytics platforms
- Proficient with business intelligence software and integrated information systems, such as Power BI, Ellucian Colleague, and Entrisik Informer
- Strong political acuity, judgment, and relationship-building skills, with the ability to influence and advise executive leaders, government representatives, and external partners
- Proven ability to foster data literacy and evidence-based decision-making across an institution
- Exceptional oral and written communication skills, including the ability to present complex analyses clearly and persuasively to executives, governance bodies, external agencies, and the public
- Demonstrated ability to lead cross-functional teams and manage competing priorities in a complex, fast-paced environment
- Advanced analytical and problem-solving skills, with the ability to assess institutional impact, anticipate risks, and recommend proactive strategies
- Strong understanding of data governance, privacy standards, reporting guidelines, and the ethical use of confidential and sensitive information

RELATIONSHIPS/CONTACTS:

Supervised by: Vice-President, Finance and Administration

Workers Supervised: Manager, Data Analytics and Reporting

Internal Contacts: Students, staff, faculty

External Contacts:

- Ministry of Colleges and Universities
- Council on University Planning and Analysis (CUPA)
- Peer institutions across Ontario and Canada

MATERIALS UTILIZED:

- Advanced analytics and reporting platforms (e.g., Power BI, Entrisik Informer, Excel, Ellucian Colleague)
- University enterprise data systems and data warehouses
- Statistical reporting manuals, provincial and federal data sets, and accountability frameworks
- Standard office equipment and productivity software
- University policies, collective agreements, and governance documents (e.g., Senate, Board, SMA agreements)

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Frequent decision-making and analysis under conditions of competing priorities and tight deadlines
- Sustained visual and listening concentration
- Regular requirement to respond to urgent and sensitive requests
- Occasional extended hours, including evenings and weekends, during key reporting periods
- Regular interaction with confidential and sensitive information
- Periods of high workload with multiple competing deadlines

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

Approvals

Supervisor

Date

Human Resources

Date