

## TIMETABLING OFFICER

Job Ref: REQ240605

The position is FULL TIME 1FTE and **FIXED TERM POSITION**/SECONDMENT TO BACKFILL A SECONDMENT PROVIDING MATERNITY COVER FOR 12 MONTHS FROM 28 AUGUST 2024 OR EARLIER RETURN OF THE SUBSTANTIVE POST-HOLDER.

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

#### Job Grade

Administrative Grade 5

#### Job Purpose

The Timetabling Officer will be responsible for all timetabling and student module choice delivery for all students for their dedicated School(s).

#### Job Duties

1. The creation, management support and dissemination of the School(s) timetable.
2. Work in collaboration with other School timetablers to ensure shared modules are timetabled effectively, and with members of academic and administrative staff to deliver individual timetables.
3. Responsible for all room bookings requests from academic and support staff.
4. Detailed knowledge and understanding of the academic process and University systems, and their alignment with timetabling.
5. Analyse the timetable to identify issues and make recommendations to the Senior Timetable Officer.
6. Deliver and improve timetabling output. Responsible for the successful provision of high quality, consistent and comprehensive services to the School and their students.
7. Manage expectations of staff and students by confirming appropriate and realistic timetable solutions based on detailed requirement gathering.
8. Work in liaison with the Timetabling Manager to launch the online module choice application to students.
9. Responsible for the accuracy of data input into the module choice applications to field all student enquiries regarding the process.
10. Work with colleagues to ensure that annual programme and module update data is accurately reflected in both the timetabling and module choice systems.
11. Attend regular Timetabling Operations Group meetings as an active member and School representative and inter-School meetings to discuss timetable progress.
12. Ensure timely circulation of timetables to School staff and students, and respond to related enquiries throughout the year.
13. Compile, distribute and maintain student group lists within the timetabling system to facilitate student change requests and support the attendance monitoring process.
14. A flexible attitude to working hours as out of hours working may be required on occasion to enable the completion of the School timetables for start of each semester.
15. Plan, organise and prioritise own workloads and provide cover for other members of the central timetabling team. Using initiative to deal appropriately with changing priorities and situations.
16. Any other duties and responsibilities which are commensurate with the role and grading.

## **Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Working with the annual timetabling project through the academic calendar may require flexible working on occasion.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and Information Security.

## **Organisational Responsibility**

Reports to the Timetabling Manager

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

| Area                 | Criteria  | Stage |
|----------------------|---|-------|
| Experience           | Experience of working within the higher education sector  | 1,3   |
|                      | Knowledge of computerised timetable systems   | 1,3   |
|                      | Experience of timetabling /scheduling activities  | 1,2,3 |
|                      | Experience of working within an academic school environment and experience of the academic process                                | 1,3   |
| Skills and abilities | Excellent communication skills (both written and oral)  | 1,3   |
|                      | Ability to discuss and present the timetable to both technical and non-technical audience   | 1,2,3 |
|                      | A flexible approach and manage own workload and work well under pressure and within a team environment                            | 1,3   |
|                      | Comprehensive knowledge of relevant software packages, including Microsoft Excel and an understanding of student software systems | 1,3   |
|                      | Excellent organisational and time management skills   | 1,3   |
|                      | Commitment to providing a high level of service to both students and staff  | 1,3   |
| Training             | Be committed to, and actively participate in, a programme of continuing personal professional development.                        | 1,3   |
| Qualifications       | Educated to A level or equivalent standard and GCSE or equivalent in English and Maths  | 1     |

### Desirable Criteria

| Area                 | Criteria  | Stage |
|----------------------|---|-------|
| Experience           | Experience of working within an academic school environment               | 1,3   |
|                      | Experience of complex timetabling /scheduling activities within education | 1,3   |
| Skills and abilities | Expert knowledge of timetabling or scheduling software                    | 1,3   |
| Qualifications       |   |       |
| Other                |   |       |

## Conditions of Service

The position is FULL TIME 1FTE and FIXED TERM MATERNITY COVER BACKFILL, FOR 12 MONTHS FROM 28 AUGUST 2024 TO AUGUST 2025 OR EARLIER RETURN OF THE POST-HOLDER. Salary will be on Administrative Services Grade 5, £27,979 - £32,982 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>