

Timetabling Manager

Job Ref: REQ240723

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Management and Specialist Grade 6

Job Purpose

The Timetabling Manager will lead one strand of the University timetabling team to ensure that all timetables are aligned with the academic process and to deliver high standards of service to support and enhance the student experience.

The post holder will be responsible for the full timetabling delivery for a University Department alongside the line management of all other Timetabling Officers in the same strand.

This post is expected to continuously enhance processes and contribute to timetabling development projects.

Job Duties

1. The creation, management support and dissemination of the timetable and student module choice for one University Department. Working in collaboration with all Schools and members of academic and administrative staff to deliver individual timetables for both staff and students.
2. To be responsible for the line management of the Timetabling Officers within the University Timetabling strand.
3. Work closely with the Assistant Registrars in the Timetabling Team, ensuring they are fully briefed on matters relating to timetabling.
4. To continually review, develop and deliver CMIS software training to all stakeholders.
5. To negotiate on matters related to timetabling and module choice, with various stakeholders including senior members of staff.
6. Assess, model and create bespoke timetabling reports to inform a range of developments including changing patterns of teaching, new courses, significant teaching infrastructure changes, or other changes in timetabling constraints.
7. Maintain detailed knowledge of university systems including LUSI, Programme and Module Information Systems, Online Module Choice System and Timetabling Information System to assist with timetabling developments.
8. Apply detailed knowledge and understanding of the academic process and its alignment with timetabling.
9. Deliver and improve timetabling output. Responsible for the successful provision of high quality, consistent and comprehensive services to schools and their students.
10. Establish productive relationships and engage professionally and effectively with staff at all levels across the university.
11. Encourage a strong, creative and flexible team culture by working effectively as a senior team member within the section.

12. The post holder must develop and apply knowledge of the issues facing the wider university community and help contribute to the longer-term requirements to ensure the service meets the changing requirements of the university.
13. Maintain supportive networks with those with specific timetabling and data responsibilities and represent the Timetabling section on various university meetings and working groups to ensure all stakeholder requirements are met.
14. To assist with the development, implementation of feedback mechanisms to assess satisfaction with service delivery to students, lecturers and support staff.
15. Plan, organise and prioritise own workloads and guide, support and assist colleagues in doing the same.
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.

The post holder will be situated within the central timetabling office but may spend some time located within a University School as appropriate.

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 always observing the University's Equality & Diversity policy and procedures. 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 Assistant Registrar (Timetabling Operations & Data).

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	Proven knowledge and understanding of the student lifecycle	1,2,3
	Experience of developing and delivering services through IT systems	1,3
	Experience of working within the higher education sector	1,3
	Knowledge of computerised timetable systems	1,3
	Experience of co-ordinating the input of colleagues or other stakeholders into a process or activity	1,3
	Experience of negotiation with various stakeholders including senior members of staff	1,3
Skills and abilities	Excellent communication skills (both written and oral)	1,3
	Statistical analysis skills and the ability to interpret and present data to support recommendations	1,2,3
	Ability to plan and deliver a timely and accurate service	1,3
	Ability to undertake complex problem solving within a dynamic environment	1,2,3
	Excellent interpersonal and negotiation skills	1,3
	A flexible approach to managing own workload whilst meeting the needs of the wider team	1,3
	Comprehensive knowledge of MS Office suite and an understanding of student software systems and management information systems	1,3
	Excellent organisational and time management skills	1,3
Training	Be committed to, and actively participate in, a programme of continuing personal professional development.	1
Qualifications	Educated to Degree level or able to demonstrate equivalent skills and experience	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of line management	1, 3
	Experience of delivering training	1
Skills and abilities	Experience of timetabling or scheduling software	1,3
Qualifications		
Other		

Conditions of Service

The position is **Full Time** and **Open Ended**. Salary will be on Grade 6, £33,966 to £44,263 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 Academic and Related 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/>