

TIMETABLING OFFICER

Job Ref: REQ250103

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Background

The Academic Registry

The Academic Registry is responsible for central student and programme administration at the University and supports the work of the University's academic Schools, governance, and academic decision-making processes. It has five sections: the Academic Registrar's Office, the Doctoral College Office, Programme Quality & Teaching Partnerships, Student Records & Operations, and Timetabling.

Further information on the Academic Registry is available here: <http://www.lboro.ac.uk/services/registry/>

The Timetabling Team

The Timetabling Team of 13 staff in total provides an integrated service for teaching timetabling and a room booking service for pool teaching rooms/spaces. It manages the processes of student module choice, collection of teaching timetabling requirements and creation of timetables for each Semester working closely with staff in the University's academic Schools and other Registry staff, as well as colleagues in IT Services and Estates & Facilities Management. The University's in-house student and programme information system (LUSI) holds information on programme structures and is deployed to enable the student module choice process and the collection of information on teaching timetabling requirements by module. The University is currently implementing TimeEdit timetabling software for the core timetabling process and room bookings which is expected to be completed in summer 2027 (the current software is CMIS).

The Timetabling Team is jointly led by the Assistant Registrar (Timetabling Operations & Data) and the Assistant Registrar (Timetabling Strategic Development). Whilst the two Assistant Registrars have distinct lead-areas and line management responsibilities, the two operate as a partnership to lead the University's timetabling activity. The Assistant Registrars are supported by two Timetabling Managers who line manage the Timetabling Officers.

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 allocated 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. Detailed knowledge and understanding of the academic process and University systems, and their alignment with timetabling.
4. Analyse the timetable to identify issues and make recommendations to the Timetable Manager.
5. Deliver and improve timetabling output. Responsible for the successful provision of high-quality, consistent and comprehensive services to the School and their students.

6. Manage expectations of staff and students by confirming appropriate and realistic timetable solutions based on detailed requirement gathering.
7. Work in liaison with the Assistant Registrar (Timetabling Operations & Data) to launch the online module choice application to students.
8. Responsible for the accuracy of data input into the module choice applications to field all student enquiries regarding the process.
9. Work with colleagues to ensure that annual programme and module update data is accurately reflected in both the timetabling and module choice systems.
10. Attend, as appropriate, School and inter-School meetings to discuss timetabling progress.
11. Ensure timely circulation of timetables to School staff and students and respond to related enquiries throughout the year.
12. Monitor module/group allocations to manage student change requests and support attendance/engagement processes.
13. 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 the start of each semester.
14. 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.
15. 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 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
	Experience of using management information systems/networked databases	1,3
	Experience of timetabling/scheduling activities	1,2,3
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 ability to manage own workload and work well under pressure and within a team environment	1,3
	Comprehensive knowledge of relevant desktop software (spreadsheet, email/calendar management and word processing packages) and an understanding of student software systems	1,3
	Excellent organisational and time management skills	1,2,3
	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
Other	Appreciation of the importance of and commitment to equity, diversity and inclusion	1,3
	Empathy with the aims and objectives of the University	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working within an academic school environment	1,3
	Experience of using computerised timetable systems	1,3
Skills and abilities	Good understanding of MS Office 365 tools (e.g. Teams, OneDrive)	1,3

Conditions of Service

The position is FULL TIME 1FTE and OPEN-ENDED. Salary will be on Administrative Services Grade 5, £29,588 - £34,610 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: <https://www.lboro.ac.uk/services/hr/topics/grades-1-5/>.

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 <https://www.lboro.ac.uk/services/hr/leave-absence/family-leave/>.

We also offer an on-campus nursery with a salary sacrifice scheme (further details are available at: <https://www.lboro.ac.uk/services/hr/benefits/family/>).

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/>.