

<b><u>Job Description and Person Specification for:</u></b> Timetabling Officer	
<b><u>Department:</u></b> Registry	<b><u>Reports to:</u></b> Timetabling & Attendance Manager
<b><u>Salary (Grade/Point/Annual/Pro rata):</u></b> Band C	<b><u>Responsible for:</u></b> No line management responsibility
<b><u>Hours per week/FTE:</u></b> 1.0 FTE (36.25 hours)	<b><u>Shift Pattern:</u></b> Aligned with normal office hours for the department
<p><b><u>Job Purpose/Summary:</u></b></p> <p>Registry is responsible for the management of the student lifecycle and core student administration functions from application and admission, registration and enrolment, assessments, timetabling, student records through to graduation, and the academic governance framework, including Academic Committees, quality assurance, statutory compliance and regulations, policies and procedures for award and non-award courses.</p> <p>The Timetabling Officer supports the Timetabling &amp; Attendance Manager with the day to day operations of the University's timetabling function, including the scheduling of teaching activities using the timetable software.</p> <p>You will help to ensure the production of a high quality, timely and accurate University timetable for students and teaching staff, ensure that information about scheduled teaching activities is accurately reflected for attendance monitoring purposes, and provide support for the booking of other activities across our campuses.</p> <p>By working collaboratively, you will identify improvement opportunities to our systems and processes, helping to ensure that the services we provide continue to evolve to meet the needs of the institution and our students.</p> <p>This role requires excellent organisational ability, attention to detail, and a high level of data capability.</p>	
<p><b><u>Main Responsibilities/Key Tasks:</u></b></p> <p><b><u>Key tasks</u></b></p> <ol style="list-style-type: none"> <li>1. Working with the Timetabling Manager, contribute to the production of the University timetable, working with colleagues to proactively and accurately maintain and update the timetable system to reflect our delivery of teaching and learning as specified by the approved curriculum and within agreed policies and timeframes. In addition, support the scheduling of assessment and the booking of rooms for non-teaching events.</li> <li>2. Working with the Timetabling Manager and other colleagues in Registry, contribute to the continuous enhancement of the timetabling service to optimise timetable practices for the benefit of students and staff.</li> <li>3. Assist the Timetabling Manager to set up and maintain the timetabling system, including enabling appropriate levels of access for other users.</li> <li>4. Along with other colleagues in the department, contribute to a high level of data quality in our student systems, ensuring that information held in the timetabling system provides the basis for onward use for attendance monitoring and internal management information.</li> </ol>	

5. Under the direction of the Manager, develop effective processes for timetabling and effective liaison and communication with stakeholders to ensure that the necessary data is correctly provided to support timetabling and attendance monitoring activities.
6. Develop strong and effective relationships with the student and academic communities and key departments including Heads of Schools, Course Leaders and Heads of Departments together with relevant external suppliers/agencies.
7. Work closely with Estates colleagues over the ongoing use and utilisation of the estate to meet the needs of teaching and learning.
8. Analyse the timetabling data, working with the Timetabling Manager to provide reports to inform decision-making within the University.
9. Support users in the use of the timetabling system, providing training and user support where necessary.
10. Undertake such other duties as may reasonably be expected, commensurate with the grade of the post, as directed by the Timetabling Manager.

**Additional Duties**

- To demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity and Inclusion Policy.
- To demonstrate support for the University's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- To undertake other activities identified from time to time commensurate with the level of the post.
- To work in line with our values

Key stakeholders:

- Registry staff
- Heads of School
- Course Leaders
- Estates and Facilities
- Students
- Systems providers
- IT

<b><u>Requirement:</u></b>	<b><u>Essential:</u></b>	<b><u>Desirable:</u></b>
<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Undergraduate degree or equivalent experience gained in previous roles</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Analysing and processing large data sets</li> <li>▪ Excellent written and oral communication skills</li> <li>▪ Effective time management skills</li> <li>▪ Strong analytical and problem solving skills.</li> <li>▪ Knowledge of timetabling software systems, or similar</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant knowledge of Scientia or equivalent timetabling software.</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with timetabling databases, or similar systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Working within higher education</li> <li>▪ Experience of student lifecycle processes</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ High degree of professionalism</li> <li>▪ Commitment to a customer-service-driven approach</li> </ul>	
<b>Abilities</b>	<ul style="list-style-type: none"> <li>▪ Able to organise and prioritise workload to meet deadlines</li> <li>▪ Act independently and proactively</li> <li>▪ Have attention to detail</li> <li>▪ Maintain confidentiality and use discretion at all times</li> <li>▪ Ability to work well under pressure</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>▪ Flexible approach</li> </ul>	

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**NB:** *The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.*

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.

December 2024