

Job Description

Job title Timetabling Officer

Faculty/Directorate Registry Services

Grade: E

Role profile: SME1

Part time – 22 hours per week

Permanent

	Duties of the role
Overall purpose of the role	This role is part of a team who are responsible for the timetabling of students, staff courses and rooms with high quality and timely timetabling solutions using the approved software.
Main duties and responsibilities	Deliver high quality and consistent teaching timetables to staff and students that comply with the University Timetabling Policy. Maintain an awareness of developments in curriculum design and how that may impact on the timetabling of staff and students, especially as it relates to non standard provision. Maintaining an up to date knowledge of the timetabling and other related software, testing changes to the software and supporting the updating and maintenance of training and process documentation. Provide advice on timetabling matters to colleagues across the institution as requested, in a way that emphasises the need to comply with the University's policies and processes. Develop good working relationships with key stakeholders in the institution as these relate to timetables, student attendance monitoring and compliance with regulatory bodies Ensure that annual or other data collection exercises are carried out as required, reporting any issues with collecting data to the Maintain an understanding of how the student journey evolves, with particular regard to how this is recorded in other corporate systems, e.g the student records or attendance monitoring systems, and how this impacts on the data on the timetabling system. Plan and organise workload to ensure that all deadlines are met. Where necessary, support other colleagues in ensuring that the team meet all of the established deadlines. Develop an understanding of the room bookings and attendance monitoring systems so as to be able to respond to staff and student queries. Where necessary, support the Exams team in the use of the exam scheduling software. At certain times the post holder will be required to work outside his or her normal working hours, including evenings and weekends Annual/leave across the Team may be restricted during peak times Participate in internal and external networks and interest groups to understand sector wide best practice and future developments that may impact on this area of work.

	Duties of the role
General	Perform any other duties commensurate with the job grade as reasonably required from time to time. Treat all DMU staff, students, contractors and visitors with dignity and respect. regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. The post holder is required to minimise environmental impact in the performance of the role, promote environmental sustainability within the area of responsibility and actively contribute to the delivery of the DMU Environmental Policy. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting systems.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Educated to first degree level or equivalent experience	Essential		Y			Y
	Experience of Microsoft Office/Outlook packages including Word, Excel and Teams	Essential		Y	Y		
Previous Work Experience	Experience working in Further or Higher Education in an administrative or student support capacity		Desirable	Y	Y		
	Experience of delivering customer focused services	Essential		Y	Y		
	Experience of dealing with large data sets on a corporate system	Essential		Y	Y		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Understanding and interpreting complex data. Communicating complex processes or regulations in a clear and logical manner to stakeholders.	Essential		Y	Y		
	Ability to communicate effectively at all Levels. Demonstrate strong verbal and written skills	Essential		Y	Y		
	Demonstrate an enthusiasm, willingness and interest in learning new	Essential		Y	Y		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	skills and the ability to adapt to change and lead others through change						
	Ability to exercise initiative, work independently and to meet deadlines under pressure	Essential		Y	Y		
	Ability to accurately manage large amounts of data to a high standard of accuracy	Essential		Y	Y		
Other	Willingness to work flexibly including some evening or weekend work if required	Essential		Y	Y		
	Able to provide a service to a diverse range of people to promote good relations and equality	Essential		Y	Y		
	Understand confidentiality and the requirements of the Data Protection Act and GDPR	Essential		Y	Y		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**