

Job Description

Job Title: Timetabling Officer
Job Ref: EST322-R
Campus: Hendon
Grade: Grade 5
Salary: £28,302-£31,537 per annum including outer London weighting

Period: Permanent

Reporting To: Timetabling Manager EFMS

**Reporting to
Job Holder:** N/A

Job Purpose

Working under the direction of a Timetable manager you will provide an effective Timetabling and room bookings service in an efficient and professional manner to allocated schools, their staff, students and support wider University timetabling and room bookings issues as required.

Main responsibilities

Timetable and room booking specific

- Deliver a high quality teaching and exam timetable to all students and academic staff across designated schools and services by proactively understanding their timetable requirements and making sure they fit with the overall University timetable plan.
- To lead regular meetings with DoP's, programme leaders and academics collating information and advising and guiding colleague's through the timetable procedures and scheduling processes.
- Be the first point of contact for all allocated schools and services timetable and room bookings across the University. Responding to queries making sure issues are dealt with in a timely manner keeping customers informed of progress and escalating issues where resolution cannot be found.
- To lead on collating data from various sources to input, analyse and manipulate data to produce a quality timetable (Student system, Timetabling system, roombookings and Schools).

- As a business partner for allocated schools liaise and negotiate with senior academic members of staff regarding time table changes and requests often under pressure and within stressful situations.
- To lead and analyse detailed reports based on forecasts, student enrolment and programme structures. Analytical and judgement skills are required to make decisions based on best fit for students whilst dealing with complexed and confidential information.
- To develop and maintain an in-depth understanding of their school and programmes whilst understanding the Timetabling and student system.
- Ensure accurate record and data entry onto all systems, as required by management to enable accurate and full reporting.
- To support Timetabling managers in the scheduling stage of the timetable.
- To manage and organise their schools data, making sure deadlines of key milestones are met.
- As required deal with the wider general room bookings requests making sure that these are dealt with efficiently and effectively and run seamlessly with the timetable operation keeping the timetable manager aware of major issues and concerns. .
- Liaise with external venues regarding possible room bookings arrangements keeping line managers informed and seeking their approval to proceed when campus facilities are not available.
- Contribute to enhancing the student experience and outcomes by working with University wide colleagues to create a student driven timetable.

Hours: 35.5 hours per week, 52 weeks per year. Actual daily hours by prior arrangement but normally between 8.30am and 5.30pm Monday to Friday although the demands of the job will sometimes require some work outside of these hours and a degree of flexibility is required.

Leave: 25 days per annum plus six extra University days taken in conjunction with Bank Holidays.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

PERSON SPECIFICATION

Post Title: Timetabling Officer

Essential Requirements

Knowledge, Skills and Experience

- Relevant degree level education plus recent experience in a similar post or relevant appropriate successful experience.
- Proven track record in institutional timetabling management and general administration
- Proven ability to work successfully with specialist software
- Track record of timetable creation, reflected in design, delivery and promotion of good professional practice
- Proven ability to manage conflicting priorities, coping with varying demands and high levels of activity
- Ability to work in a professional manner during challenging and difficult situations (tact and diplomacy)
- Proactive and meticulous eyes for detail to problem solve, to pre-empt potential conflicts and deal with the outcome making rational and fair decisions.
- Ability to influence and advise others to produce work and information to meet deadlines and milestones
- Demonstrable ability to work with and understand analytical data.
- Ability to balance the need to remain focused on 'product delivery' while retaining a pragmatic and flexible approach to dealing with change.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

Closing date for applications: see job advertisement

What Happens Next?

If you wish to apply for this post please return to the portal and click on Apply Online.

For further information on the role, or to arrange an informal discussion, please contact
Shirin Boroumand-Naini Timetabling Manager 020 8411 4542 or Laura Mercer Timetabling
Manager 020 8411 6372