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JOB DESCRIPTION	
Job title: Timetabling Administrator	**Accountable to**: Timetabling Manager
Contract length: Permanent	**Hours per week**: 35 **Weeks per year**: 52
Salary: £30,777 - £37,468 per annum	**Grade**: 3
Service: London College of Communication/Academic Registry	**Location**: Elephant & Castle

What is the purpose of the role?

The main purpose of the job is to assist in the management of the timetabling of the Celcat timetabling system.

Duties and Responsibilities

- Assist in the management of the timetabling process within the College, ensuring the production of the most effective timetabling for all courses as well as optimum use of space through regular audit processes.

- To plan space usage across the campus in liaison with users.

- To promptly resolve problems related to timetabling and usage of space with minimum disruption to students and classes.

- To develop, improve and maintain timetabling systems and processes.

- To consult with Course Leaders to ensure that systems and processes adopted are relevant and appropriate.

- To provide detailed data reports related to accommodation and timetabling in areas such as space utilisation, usage patterns, staff and course hours.

- To liaise with the Celcat Manager and other Celcat teams to further develop and enhance the facilities offered through the timetabling system.

- The successful candidate will be appointed to the staff of the University of the Arts and will be required to undertake such duties as shall from time to time be required of them anywhere within the University.

General

- Assume other reasonable duties consistent with your role, as determined by your Line Manager, which may be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Dignity at Work and the Staff Charter, promoting equality and diversity in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.

Key Working Relationships

- Timetabling Manager LCC
- Course Leaders
- Programme Directors
- Head of Academic Registry
- Building User Group

Specific Management Responsibilities

Budgets: None
Staff: None
Other: None

HERA Role Code: LCC TA1

Approved: Noel Blanden   **Last updated:** June 2022

(Recruiting Manager)

Job Title: Timetabling Administrator   Grade: 3

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	• A relevant qualification, such as a degree or equivalent.
Relevant Experience	• Has relevant experience in own area of work and is able to work independently • Experience of working in an administrative environment, preferably in education • Proven experience of timetabling and resource allocation
Communication Skills	• Ability to provide routine oral and written information clearly and concisely and is able to understand and explain technical terms commonly in use in own area of work. • Uses appropriate levels of IT skills to enable best use of available information and communications as necessary for the post e.g. Office365, intranet, Celcat
Planning and Managing Resources	• Ability to maintain accurate and up to date knowledge of services available in own and related areas of work, ensuring that the experience of each customer is positive and satisfactory. • Ability to create realistic plans to achieve own deadlines and objectives, effectively managing workload and prioritising own work • Ability to prioritise a varied and sometimes conflicting workload. • Ability to contribute to the induction of new staff, providing training and instruction on own area of responsibility, also acting as "buddy/coach" without waiting to be asked
Teamwork	• Experience of working as a member of a team, providing support, assistance and cover where needed.
Student Experience or Customer Service	• Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards

	• Experience of providing basic and introductory information, for example demonstrating accurately the use of simple equipment or technique, outlining procedures clearly and checking levels of understanding
Creativity, Innovation and Problem Solving	• Ability to distinguish between the need to make a decision and when to defer, also contributes to the decision making of others by providing relevant information and opinions. • Ability to analyse problems to identify their cause, considering all possible solutions to identify those which offer wider benefits. • Ability to establish basic facts by carrying out appropriate enquiries, identifying and using a range of sources and types of data to produce full and accurate reports and or accounts of situations. • Ability to establish basic facts by carrying out appropriate checks.

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: June 2022