

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Timetabling Officer	<b>Accountable to:</b> College Timetabling Coordinator	
<b>Contract Length:</b> Permanent	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £27,801 - £33,938 per annum (potential for contribution pay to £35,715 per annum)		<b>Grade:</b> 3
<b>College/Service:</b> Central Saint Martins		<b>Location:</b> King's Cross

### Purpose of Role:

The main purpose of the role is to support the administration of the timetables for the college using CELCAT. The post holder will be responsible for the production and distribution of student, staff and room timetables for the college and will monitor the actual use of timetabled and other college space.

The post holder will work with Timetabling colleagues across the University to develop and refine the timetabling software to ensure that the optimum service is provided to staff and students at all times. The post holder will ensure that University agreed protocols and policies in relation to timetables are adhered to.

### Duties and Responsibilities

- To act as a first point of contact for the Timetabling team
- To assist the College Timetabling Coordinator with the production of course timetables for the college, within agreed timescales making full use of the functionality of CELCAT timetabling software
- To implement and adhere to agreed University protocols and procedures for CELCAT (the only University Timetabling System).
- To provide advice, support and guidance to College staff on matters relating to timetabling, and University timetabling protocols and processes.
- To work in collaboration with the College Timetabling Coordinators and the other Timetabling Officers from across the University, in order to build a network of contacts for sharing knowledge and expertise.
- To assist with ad hoc room and other bookings as appropriate
- To provide detailed data reports related to accommodation and timetabling in areas such as space utilisation, usage patterns, staff and course hours.
- To download and distribute staff, student and room timetables
- To provide support and information to the Timetabling Coordinator for the annual timetabling planning cycle for the college.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To 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.
- To 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.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships:**

- Timetabling Coordinator
- Manager of Timetabling Systems
- Deans
- Director of College Administration
- Programme Directors
- Course Leaders
- Head of Technical Resources
- Technical Coordinators
- Student and Academic Administrators

**Specific Management Responsibilities**

**Budgets:** none

**Staff:** none

**Other** (e.g. accommodation; equipment): none

Signed Brian Whiting Date of last review January 2017  
(Recruiting Manager)

**Job Title: Timetabling Officer Grade: 3**

Specialist Knowledge/ Qualifications	<p>Educated to a degree level or equivalent work experience</p> <p>Knowledge of policies and procedures relating to timetabling systems.</p> <p>A working knowledge of maintaining 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.</p> <p>Ability to contribute to the adaptation of services and systems to meet customers' needs and helps to identify ways of improving standards.</p>
Relevant Experience	<p>Experience of data entry and manipulation of spreadsheets; ability to question the validity of data and pay strong attention to detail.</p> <p>Has experience of working within an academic environment, preferably at Higher Education level.</p> <p>Has relevant experience of using a dedicated timetabling application eg CELCAT, CMiS, Syllabus Plus.</p> <p>Experience of written communication skills e.g. writing, drafting, and note-taking.</p> <p>Ability to deal effectively with a variety of internal and external customers, projecting a calm, flexible and professional approach, especially when working under pressure.</p> <p>Experience of appropriate levels of IT skills to enable best use of available information and communications as necessary for the post, MS Office, Email, Intranet, Web/Internet &amp; Moodle</p> <p>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.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>

Research, Teaching and Learning	Uses effective teaching, learning or professional practice to supports excellent teaching, pedagogy and inclusivity
Planning and Managing resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: January 2017**