JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Timetabling Officer	**Accountable to**: College Timetabling Coordinator

Contract Length: Permanent	**Hours per week**: 35	**Weeks per year**: 52

Salary: £28,274 - £34,515 per annum	**Grade**: 3

College/Service: Central Saint Martins	**Location**: King's Cross

Purpose of Role:

The main purpose of the role is to support the production and administration of the college timetables using CELCAT. The post holder will be responsible for assisting in the production of academic timetables for the college as well as assisting with non-academic room bookings and timetabling and room booking queries.

The post holder will work with Timetabling colleagues across the University to develop and refine the timetabling processes 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 assist the College Timetabling Coordinator with the production and scheduling of the college academic timetables within agreed timescales making use of the functionality of CELCAT timetabling software.

- To act as a first point of contact for the Timetabling team and assist with non-academic and other room bookings as appropriate.

- To adhere to agreed protocols and support the effective management of the college timetabling inbox.

- To implement and adhere to agreed UAL timetabling protocols and procedures using CELCAT.

- To provide advice, support and guidance to college staff on matters relating to timetabling, and University timetabling protocols and processes.

- To contribute to the successful delivery of timetabling services to an agreed quality standard and specification.

- To assist producing documents from a clear brief supplied by the timetabling coordinator contributing to keeping up-to-date room booking and timetabling protocols, guidelines and operating procedures.

- 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 download and distribute room timetables weekly.

- To provide support to the Timetabling Coordinator to implement the college annual timetabling planning cycle.

- 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 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
- Programme Directors
- Course Leaders
- Technical Coordinators
- Student and Academic Administrators

Specific Management Responsibilities

Budgets: none

Staff: none

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

Signed _____ Date of last review ____ December 2017 _____

(Recruiting Manager)

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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.

Specialist Knowledge/ Qualifications	Educated to a degree level or equivalent work experience. Ability to work to a high standard of data accuracy and attention to detail under pressure. High level of computing literacy and ability to operate with large and complex data sets. Practical understanding of structured information systems. Logical reasoning and problem-solving. Ability and confidence to prioritise and escalate tasks appropriately. Desirable to have knowledge of policies and procedures relating to timetabling systems.
Relevant Experience	Experience of data entry and the ability to question the validity of data paying strong attention to detail. Excellent level of Accuracy & Numeracy. Strong organisational skills with the ability to successfully multi-task. Ability to deal effectively with a variety of internal and external customers, projecting a calm, flexible and professional approach, especially when working under pressure. Intermediate to proficient level on desktop applications: MS Office, Shared Outlook inbox. Ability to provide routine oral and written information clearly and concisely and ability to understand and explain technical terms commonly in use in own area of work.

| | Desirable to have experience of working within an academic environment, preferably at Higher Education level.

Desirable to have relevant experience of using a dedicated timetabling application eg: CELCAT, CMiS, Syllabus Plus. |
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| Communication Skills | Communicates effectively orally, in writing and/or using visual media. |
| Planning and Managing resources | Plans, organises and prioritises 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: December 2017