

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Timetabling Officer

Accountable to: Timetabling Co-ordinator

Contract Length: 1 year FTC

Hours per week: 35

Weeks per year: 52

Salary: £28,274 - £34,515 pa

Grade: 3

College/Service: Camberwell Chelsea Wimbledon Colleges

Location: Chelsea College of Arts, 16 John Islip Street, London, SW1P 4JU

Purpose of Role:

The key responsibility of this post is to support the Timetabling Co-ordinator in the production of the College's course timetables using CELCAT TIMETABLER, a complex, specialist timetabling software. The post holder will also be responsible for the production and distribution of student, staff and room timetables and carry out site patrols and space utilisation surveys.

The post holder will also work with the Timetabling Co-ordinator to further develop and refine the use of the timetabling software in order to ensure that the optimum service is provided to staff and students at all times. They will be part of a wider team of Finance, Staffing and Timetabling, undertaking duties required to ensure that an excellent support service is provided to the College Management Team and academic staff.

Duties and Responsibilities:

- To assist the Timetabling Co-ordinator with the production of course timetables, within agreed timescales, making full use of the complex functionality of the CELCAT timetabling software.
- To assist with ad hoc room bookings.
- To assist with College car park bookings.
- To assist in the creation of the College Academic Calendar.
- To carry out site patrols, reporting on planned against actual use of space, and identifying issues relating to teaching space.
- To download and distribute staff, student and room timetables and staff schedules.
- To assist members of the Finance, Staffing and Timetabling Unit and the Central Administration as required.
- To provide a customer focussed service to both internal and external customers.
- To respond to a range of enquires as appropriate, both in writing and face to face.
- To create, input and maintain information systems as appropriate and assist with the preparation of management information, including the production of reports and contributing to advising on any necessary action and improvements.
- To prepare and analyse data as appropriate, and take action as required.
- To create, input and maintain manual, electronic files and information systems as appropriate.
- To produce letters, reports, and information material as required.
- 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:

- Programme Directors
- Course Leaders
- Facilities Managers
- Academic Administrators

Specific Management Responsibilities

Budgets: None

Staff: None

Other: None

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Timetabling Officer

Grade: 3

Person Specification

Specialist Knowledge/ Qualifications	Has received formal training or education at post 16 level
	A relevant degree or equivalent qualification is desirable
Relevant Experience	Has experience of working in an educational environment
	Has relevant experience of timetabling
	Has experience of using timetabling software preferably CELCAT
	Has experience of general administration
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
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: 25/09/2015