Job Description

Position: Timetabling and Space Management Administrator

AG/Service/Unit: Student Data Management (SDM)

Reference: SDM-046/P

Grade: Grade 4

Status: Permanent

Hours: Full Time

Responsible to: Timetabling and Space Management Administrator

Main Function of the Post:

- To support the university in the effective planning of its academic delivery, the University's timetable and student registration process.

- To support the effective timetabling of students, staff, courses and rooms, and delivering high quality and timely solutions.

- To co-ordinate with services/academic groups for the collection of information in relation to timetables and statutory returns.

Principal Duties and Responsibilities:

1. Deliver and develop the Universities timetabling function; provide data, information and reports, take responsibility for the successful provision of high quality, consistent and comprehensive services to staff and students.

2. Provide professional advice and guidance for University colleagues on timetabling processes and procedures to improve quality and compliance. Maintain a close working relationship with those with specific timetable and data responsibilities.

3. Create and maintain relevant training documentation and provide training and/or presentations to varying audiences across the university, on timetabling/space management, and manage the team webpages.

4. Develop and maintain a comprehensive understanding of the University's complex curriculum; be proactive in keeping up-to-date with change and be responsive and creative with solutions to issues.

5. Liaise with course leaders, subject group leaders and administrators over matters of course/module delivery for timetable purposes. Support students, academic and administrative staff with timetable and register queries.

6. Establish a productive and supportive relationship with colleagues in Academic Support Services, Facilities and other service users across the University.

7. Work with colleagues in the Space Management Team to undertake surveys of the teaching space, analyse and interpret the survey results to ensure that the space is fit for purpose and maintained to a suitable standard and quality to support the University's academic commitments.

8. Maintain a good working knowledge of University structure, including, the corporate timetabling system (CELCAT), student records system (SITS) and other reporting tools such as Microsoft Reporting Services.

9. Support the Timetabling and Space Management Administrator with the development of timetabling projects and assist in the provision of CELCAT related technical support as required.

10. Contribute to evaluation of the way in which space is managed and used. Prepare reports about timetabling and space utilisation, particularly related to key performance indicators.

11. Understand and support the workload management system, Simitive WAMS.

12. Working with the Timetabling and Space Management Administrator to coordinate the completion of statutory returns (e.g. EMR, Provider Profile Return, PETD and Discover Uni), working closely with colleagues from across the University to ensure the timely and accurate completion.

13. To participate in University internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing enrolment, awards ceremonies etc.

14. To work flexibly as part of a team, working evenings and weekends when required to meet the demands of the service.

15. To participate and engage in staff development activities.

16. To perform other duties in negotiation with the Timetabling and Space Management Administrator as required.

Note:
This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Person Specification

Position:	Student Data Management Administrator (Space Management)		Reference:	SDM-046/P
AG/Service:	Student Data Management (SDM)		**Priority (1/2)**	**Method of Assessment**
Criteria				
1	**Qualifications**			
1 a)	Honours degree in relevant subject area or equivalent level experience		Priority 1	Application Form/Documentation
2	**Skills / Knowledge**			
2 a)	Relevant IT skills in Microsoft Office applications e.g. Word, Access, Excel and Outlook		Priority 1	Application Form/Assessment/ Interview
2 b)	Excellent written communication skills, able to provide accurate, factual correspondence in response to enquiries		Priority 1	Application Form/Assessment/ Interview
2 c)	Excellent oral communication and interpersonal skills to liaise effectively with colleagues, students and external contacts in a professional manner		Priority 1	Application Form/Interview
2 d)	Proven effective administration skills e.g. maintaining clear and accurate records, able to retrieve and present data clearly and accurately to colleagues		Priority 1	Application Form/Assessment/ Interview
3	**Experience**			
3 a)	Experience of 3rd party reporting to statutory/funding bodies		Priority 2	Application Form/Interview
3 b)	Experience of administration in an educational institution or similar.		Priority 2	Application Form/Interview
3 c)	Experience of relevant computer systems, for example: CELCAT, SITS & Simitive WAMS		Priority 2	Application Form/Interview
3 d)	Experience of providing a customer focused service and working with a range of stake holders to meet the needs and demands of our students and staff.		Priority 1	Application Form/Interview
3 e)	Working knowledge of student records, student information systems and reporting tools.		Priority 2	Application Form/Interview
4	**Personal Qualities**			
4 a)	Awareness of the requirements associated with operating within a customer service environment		Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working		Priority 1	Interview
4 c)	A proven ability to communicate complex information to audiences with a mixed level of understanding in a clear logical manner.		Priority 1	Interview
4 d)	Able to handle confidential information with discretion and integrity		Priority 1	Interview
4 e)	Ability to work and contribute as a member of a team, whilst using own initiative as required.		Priority 1	Interview

4 f)	Able to organise and prioritise tasks and workload through from initial stage to completion to meet deadlines	Priority 1	Interview
5	**Other**		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and the Bribery Act, Prevent	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	Priority 1	Interview
5 e)	Able to work beyond the standard working day/week/year when required	Priority 1	Interview

Note:
1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.