



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Faculty Timetabling Officer, Timetabling Team, Student Education Service



Salary: Grade 6 (£27,511 – £32,817. p.a.)

Reference: SESSO1133

Faculty Timetabling Officer

Timetabling Team, Student Education Service

Do you have knowledge of timetabling administration and teaching provision in Higher Education? Do you understand and have an interest in corporate database systems and business processes and how they can be deployed to maximum effect? Can you work on your own initiative, plan ahead and manage your own workload?

Working with the Timetabling management team, you will support the development of a consistent, high quality, customer-service orientated timetabling function, contributing significantly to the set-up and delivery of timetabling processes.

You will have particular responsibility for the production and publication of the University timetable by scheduling teaching activities, taking a proactive approach to effective gathering and manipulation of timetabling-related data (staff, student and space availability and curriculum delivery structures) and assuring its quality.

Possessing excellent interpersonal, communication, and negotiation skills, you will work collaboratively with academic and professional colleagues to understand timetabling needs, with an ability to negotiate effectively to mitigate competing demands across the institution, advising on resolution methods.

You will be a source of expertise and guidance to staff and students, providing support on a day to day basis. You will provide training to staff and, in the longer term, may have direct line management responsibility for timetabling officers based in faculties.

What does the role entail?

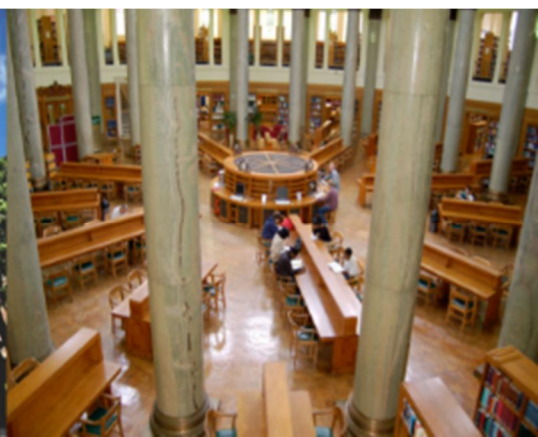
As a Faculty Timetabling Officer your main duties will include:

- Responsibility for leading on the delivery of effective and high quality timetabling solutions for an allocated Faculty, liaising with a diverse range of colleagues to ensure optimal harmonisation of staff and student availability with effective utilisation of teaching space;
- Leading communications with programme and module leaders as well as school Student Education Service colleagues, ensuring that faculty/school timetabling needs and priorities are understood;



- Planning and undertaking the collection and collation of all data required for the University's teaching timetable – maintaining a record of all active modules and the associated teaching requirements;
- In collaboration with Education Service Officers with timetabling responsibilities, scheduling teaching activities, allocating rooms, determining student groupings, mediating instances of disagreement, checking and resolving clashes;
- Contributing to the continuous development of the service across all working practices, policies and processes across the University, encouraging the adoption of improved ways of working to ensure maximum efficiency in timetabling exercises and in the utilisation of space;
- Assisting with the testing of the timetabling software and databases to ensure that they are fit for purpose;
- Providing training on the Syllabus Plus suite of software and providing day-to-day systems guidance for Education Service Officers with timetabling responsibilities.
- Analysis and reporting of timetabling quality, informing feasibility of curriculum delivery (student access and choice) and adherence to timetabling policies and standards.
- Contributing to the development of effective strategy and policy for all aspects of the Timetabling function to ensure its ongoing relevance and appropriateness including identifying anticipated future demands on the service;
- Working collaboratively and in support of Education Service Officers with timetabling responsibilities, as well as programme and module leaders from across the University, to deliver local and institutional priorities, resolving competing demands and meeting all timetabling requirements.
- Providing cover for other Faculty Timetabling Officers and Education Service Officers with timetabling responsibilities as appropriate.
- Liaising closely with the relevant facilities support services, working collaboratively to address any issues relating to the use of teaching space.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Faculty Timetabling Officer you will have:

- Substantial knowledge and understanding of timetabling administration;
- Experience and skills in the operation of large databases and handling of large data sets;
- Experience of delivering continuous improvement and service excellence;
- Excellent written and verbal communication skills;
- Experience of influencing and negotiating effectively to achieve desired outcomes;
- Ability to work independently, assessing, managing and prioritising competing demands;
- The ability to work effectively in a team environment, providing direction and support to team members, prioritising and delegating tasks and monitoring achievement;
- Excellent problem solving skills and the ability to think strategically and creatively;
- Excellent IT skills with the ability to analyse, interpret and present data.

You may also have:

- Recent experience of scheduling teaching activities in a FE/HE environment;
- Advanced Microsoft Excel skills;
- Experience of the Syllabus Plus suite of timetabling software;
- Experience of leading and managing people.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

David Dixon, Timetabling Manager

Tel: +44 (0)113 343 6572

Email: d.dixon@adm.leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

