

JOB DESCRIPTION

Job Title: Timetabling Administrator	Band 4: £22,681 to £24,533 per annum <i>Opportunity to progress to £25,742</i>
Department: Registry Services	
Reporting directly to: Timetabling Manager	
<p>Other Contacts</p> <p>Internal: Colleagues in the Professional Administrative Services and other University Departments such as Communications & Participation and Registry; Academic Colleagues and University of Worcester Students.</p> <p>External: Timetabling Software Company, other external agencies.</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. To work in close collaboration with Timetabling Officers to support them in delivering the University's annual timetable. To take responsibility, and to drive the service forward keeping up to date with key deadlines for the team. 2. To be the first point of contact to deal effectively with all timetable and room booking enquiries, whether in person, by email or by phone from both staff and students. To confirm all room bookings via Resource Booker. 3. To be responsible for carrying out data transfers between systems. 4. To have responsibility for the planning and scheduling of the University's Planned Events activities as well as Academic Induction activities. 5. To create, develop and manage systems, records, and schedules, ensuring these are maintained and updated, so that the timetabling service can work effectively. 6. To retrieve information from the Student Records system, SITS, to help answer queries. 7. To use various software platforms to update and maintain records such as Enterprise Timetabler, SITS, SharePoint & OneDrive. 8. To be responsible for and to help schedule certain academic module teaching activities. 9. To be responsible for creating and maintaining meeting agendas, minutes, presentations and sending meeting invites and to send weekly reports as required. 10. To communicate effectively and appropriately with designated School timetabling staff and other key service staff on all aspects of timetable preparation to enable the delivery of an efficient and effective curriculum timetable. 11. To support the preparation and provision of management information reports, as directed by the Timetabling Officers, at key points of the year on all aspects of the university Timetabling function to Directorate and external agencies as appropriate. 	

12. To assist, as required, in the training of new users, managing access to the timetabling system and ongoing training of existing users in key aspects of the timetabling system to ensure best practice.
13. To take the lead for maintaining and updating the Timetabling section of the Registry Services web site.
14. To assist when required with Registry Services events such as Awards Ceremonies, Exams, Registration and Clearing.
15. To undertake administrative work such as the production of internal and external correspondence, reports, and other related work within the department as appropriate.
16. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
17. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
18. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.