

Position / Job Title:	Faculty Timetabler (Internal Only, Fixed-Term)
Ref:	ES170
Location/Building:	Talbot Campus & Lansdowne Campus
Faculty/Professional Service:	Estates
Group/Section:	Space Management
Duration if Temporary:	Fixed-term up to 1 May 2025
Normal Hours per Week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	4
Accountable to:	Deputy Space Planning Manager (Timetabling & Scheduling)

Job Purpose

To co-ordinate and manage timetabling processes with Academic Faculty staff, ensuring the effective preparation, allocation and delivery of annual individual student, staff, and room timetables through use of the University's timetabling software. Ensure that information delivered to staff and students accurately reflects the requirements agreed. Be responsive to Faculty staff but responsible to Estates staff, systems and processes. Play an active role in the development and improvement of timetabling and room booking processes.

This challenging and linking role will involve working proactively to interpret and process information, providing advice and support to academic staff to enable the delivery of individual student and staff timetables. To optimise the inputs to achieve an excellent student and staff experience, whilst maintaining effective utilisation of the university estate.

Main Responsibilities

1 Timetabling

- 1.1 Effectively manage a diverse set of tasks and responsibilities as set out in the Academic Timetable schedule to ensure that annual timetables are completed in an efficient and effective manner, in line with agreed university processes.
- 1.2 Organise and manage the collection of timetabling data from academic colleagues (and with the support of senior academics) to compile accurate and timely timetabling data within the constraints of the University timetabling software.
- 1.3 Review and interpret the collected timetabling data and input it accurately into the University's timetabling system.
- 1.4 Liaise regularly with academic colleagues and academic line managers to build and maintain effective relationships and communication with Faculty and Department staff, to promote best practice and continuous improvement.
- 1.5 Review student number planning with Timetabling colleagues and academic managers, to ensure appropriate student groups and module groups are included within the scheduling and allocation processes, considering the dedicated, specialist and central room sizes available.
- 1.6 To facilitate, where practically possible, approved staff adjustments within the scheduling process and preparation of timetables during the annual timetable process. To review requests and advise academic

line managers of the potential impact on student and other timetables of adjustment requests received outside the scheduling deadlines, to inform Faculty decision-making.

- 1.7 Be proactive in the resolution of student timetable clashes through negotiation and discussion with academic staff regarding the timing of classes and availability.
- 1.8 To facilitate, as far as practically possible, any changes to timetabled teaching slots where these have been submitted via the agreed process and supported by the appropriate senior academic manager. To evaluate change requests and provide concise and accurate feedback if the proposed changes will have a negative impact on student or other staff timetables, to support informed decision making within the Faculty and limiting negative impacts on student timetables.
- 1.9 To oversee the effective administration for the postponement process, ensuring postponed sessions are communicated to students using the university process in place, and replacement sessions are rescheduled.
- 1.10 Provide training, advice and support for academic staff in completing the various steps in the data entry and review process.
- 1.11 Promote the benefits of the university processes (including central scheduling) and encourage academic colleagues to use the technology provided to view and check timetables.
- 1.12 To process any requests for room bookings in Faculty dedicated or shared specialist spaces, referring other requests or queries to the central room booking team.
- 1.13 Any other duties as may reasonably be required by your line manager or other senior managers in the Estates Group.

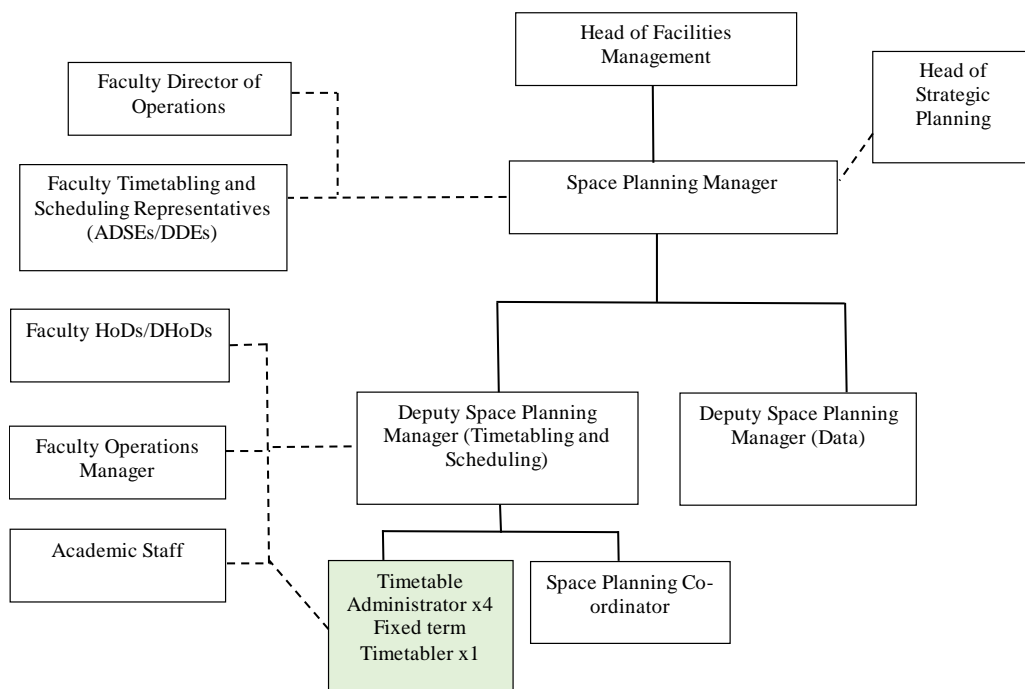
2 Space Management

- 2.1 To assist in the annual audits of room usage as required as week and ad hoc resource returns such as staff and space utilisation.
- 2.2 To work collaboratively with the Space Planning Manager, Deputy Space Planning Manager and other Timetable Support Officers to develop, test or implement developments to the timetabling process or systems that may arise.

3 Estates Department

- 3.1 Share best practice with Timetabling and Space Management colleagues and assist and/or provide cover as necessary.
- 3.2 Support collaborative working within the Timetabling and Space Management team by supporting priority and urgent activities (such as moving teaching or room bookings in the event of flooding).
- 3.3 Maintain a personal development programme, measuring your performance against Key Performance Indicators and objectives, as agreed with the Space Planning Manager and in line with team objectives.

Organisation Chart



Contacts

Internal:

Senior Academic staff, Academic Line Managers (HoDs; DHoDs) Faculty academic staff, Space Management Team members, including other timetablers

External:

All BU stakeholders

Challenges

To ensure optimal provision of the student and staff timetables within the constraints of the university estate. There is a need for excellent interpersonal skills and the ability to build excellent relationships with academic staff to ensure that processes are completed in a timely and efficient manner. At peak periods the workload will need careful prioritising and the post holder may have to deal with complex and challenging situations whilst remaining calm, polite and professional at all times.

To want to understand and respond to the numerous stakeholders that have an interest in BU teaching spaces. Seek creative enhancements to outputs, process and procedures.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

NOVEMBER 2023



Person Specification

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Faculty / Service: Estates	Date: November 2023
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent work experience	E
Experience of working with detailed data and information	E
Experience of timetabling in an educational setting	D
Experience of maintaining spread sheet or database information	E
Experience of planning and managing your time to respond to customer queries within agreed timescales.	E
Evidenced ability to work accurately with data, with quality assurance & close attention to detail	E
Experience of providing operational support and guidance for a variety of procedural issues	E
Experience of working in an academic environment with knowledge of a timetabling system.	D
Skills	
Excellent interpersonal skills, building effective relationships staff at all levels	E
Evidence of excellent IT skills and utilisation of Excel and other MS products.	E
Excellent team working skills	E
Evidence of working with customers via written communication and face-to-face.	E
Excellent organisational and planning skills	E
Excellent written and verbal communication skills	
Proven ability to work independently or as part of a team	E
Proven attention to detail and ability to check own and others work for accuracy.	E
Excellent organisational and time management skills	E
Attributes	
Proactive and innovative, able to work on own initiative	E
Ability to prioritise work in response to conflicting demands	E
Strong focus on attention to detail and high quality output.	E
Self motivated and proactive in offering solutions to problems	E
Confident and professional approach in working with staff across the University	E
Personally resilient and able to remain calm under pressure	E
Agile and flexible attitude towards work including a positive approach to feedback	E
Commitment to the provision of excellent customer service	E
Proven ability to work independently or as part of a team	E