



Timetabling Manager

Job Description

POSITION OVERVIEW

Department	Resourcing and Operations
Location	London (St Katharine Docks)
Term	Full-time; permanent
Salary	£34,000 - £40,000 per annum
Benefits	<p>This is predominantly a campus-based role, however a hybrid working arrangement could be available.</p> <p>Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)</p>
Start	No later than January 2022, and earlier date is desirable.

As Timetabling Manager, you will lead and manage the institutions timetabling function, including the management and utilisation of the timetable software. To ensure the production of a timely and accurate timetable, identifying improvement opportunities and implementing dynamic solutions to existing issues. This role requires excellent organisational ability in all aspects of operational planning and timetable production.

DUTIES AND RESPONSIBILITIES

- Responsible for the development and delivery of the institutions timetable, working with colleagues to proactively and accurately maintain and update the timetable database to reflect timetable activity, assessments, and rescheduled classes within the agreed policies, timeframes and in line with curriculum.

TIMETABLING MANAGER JOB DESCRIPTION

- Ensure effective processes and procedures of communication across the institution to ensure that the required data is correctly provided.
- Ensure data is maintained and compliant throughout the academic year in collaboration with academic management, Quality Assurance and Registry using programme documentation and academic frameworks.
- Develop, analyse, and deliver a suite of reports as required by management, including space utilisation, projections, contact hours etc.
- Ensure continuous enhancement of the timetabling service to optimise timetable practices for the benefit of students and staff.
- Day to day timetabling administration, including handling staff and student queries, and ongoing communications with Operational staff in estate matters, AV requirements etc.
- Management of the timetabling staff, including staff development and training, and performance and absence management.

OTHER DUTIES

- Develop strong and effective relationships with all stakeholders, including management, staff, students, and partner institution.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training.

About New College of the Humanities

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The institution is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

Person Specification (Essential / Desirable)

- Strong interpersonal and intercultural communication skills as well as a positive attitude [E]
- The ability to adapt to changing circumstances and environments, demonstrating agility and flexibility [E]
- A strong administrator with excellent IT skills across Microsoft products: Word, Excel, Adobe, and PowerPoint [E]

TIMETABLING MANAGER JOB DESCRIPTION

- Experience with a variety of platforms e.g. Timetabling software, Google applications, virtual learning environments, student information systems etc. [E]
- Bachelor's degree or relevant work experience [E]
- A high level of attention to detail [E]
- Ability to work as part of a team and independently [E]
- Excellent written and oral communication skills [E]
- Well-developed organisational skills and time management skills, including the ability to prioritise and manage workload [E]
- Ability to exercise initiative and show a high degree of responsibility
- Personal qualities must include tact, discretion, resilience, sound judgment and adaptability with the personal resilience and capacity to work effectively as part of a team as a supportive colleague.
- Experience of data entry and manipulation, with strong attention to detail [E]
- Experience of complex timetabling databases and software [E]
- Experience of line management (at least one direct report) [E]

APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, **26 November 2021**. Please reference your application "**TM1121**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. Tier 2/Skilled Worker Sponsorship might be possible for this role.