New College of the Humanities

Timetabling Administrator

Job Description

POSITION OVERVIEW

Department	Resourcing and Operations
Location	Devon House, London (campus-based)
Term	Full-time; permanent
Hours	Monday to Friday (38 hours per week, 9:00-17:30)
Salary	£25,000 to £27,000 per annum, depending on experience
Benefits	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)
Start	May/June 2022

Working in a small Timetabling team which sits within the Operations Department and reporting to the Timetabling Manager, this role will support the administration of planning, delivery and maintenance of the academic timetables, examination scheduling and general room bookings for the College.

This role requires excellent organisational and administration skills, and the ability to work with high volumes of data, paying close attention to detail. The role works closely and collaboratively with other staff members in the Operations Department, Registry and Examinations colleagues across the College. This opportunity would suit a candidate who has experience in an administrative role in the education sector and is looking to gain experience and develop a career in academic timetabling.

Duties and Responsibilities

Timetabling

- To offer an efficient and courteous first line support service to key stakeholders on matters relating to timetabling and room bookings
- Support and contribute to the timetabling team in planning and delivery of the academic timetables, including gathering information on courses, student groups and optionalities
- Support the timetabling team with timetable maintenance using the Celcat database
- To maintain and adapt the timetable to adjust to internal and external requirements and pressures and regularly clashing checking the timetable and resolving problems accordingly
- Monitor registers taken by faculty, making sure they are up to date and making necessary amendments as required
- Monitor the use of timetabled and other College space and contribute to space management activities

Examinations

- To focus on scheduling examinations, resit examinations and make the appropriate room bookings
- To ensure the examination schedule in Celcat is accurate and the correct students and student groups are scheduled appropriately
- To ensure the examination durations and special arrangements are scheduled accurately

Room bookings

- To liaise closely with other faculty and departmental administrators with room booking requests for events, student union, widening participation and ad hoc requirements
- To anticipate and work to prevent timetable-related problems that could have serious consequences, such as negatively impacting the student experience
- To provide advice and support to students and staff on their timetables
- To ensure room resources adequately meet the requirements of the mode of delivery, which may be subject specific, but may also relate to the individual needs of the faculty and students, such as technologies in classrooms
- Ensure that College protocols and policies in relation to timetables are adhered to

Other Duties

- Providing support (including cover support) to the wider Operations Department, to work flexibly and responsibly undertaking other duties relevant to the level of the role as assigned by management
- Foster a positive work environment with a good team spirit, including the wider professional departments, with quality student services and student experience at the forefront of all efforts
- To undertake appropriate staff development and training in line with organisational objectives

About the College

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network and opportunities.

Person Specification Criteria (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]
- Experience with a variety of platforms e.g. Google applications, virtual learning environments, student information systems etc. [E]
- Experience of working with schedules / calendars [E]
- Experience in an administrative role within an education setting [E]
- High level accuracy of data inputting with the ability to work in a busy office environment [E]
- Bachelor's degree or relevant work experience required [E]

Application Process

Applications should be made via this link by 20:00 on 22 May 2022. Please reference your application "**TA422**". Participation in the equal opportunities section is encouraged, but voluntary.

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