



# Timetabling Officer

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Resourcing & Operations
<b>Location</b>	Devon House, London
<b>Term</b>	Full-time; permanent
<b>Hours</b>	Monday to Friday (38 hours per week); 9:00-17:30
<b>Salary</b>	£29,000 - £32,000 per annum, depending on experience
<b>Benefits</b>	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)
<b>Start</b>	Immediate

Reporting to the Timetabling Manager, this role will ensure the accurate and timely data collection processes and the production of the timetables across a suite of programmes, such as study abroad (one or two semester), undergraduate degree and postgraduate degrees.

This role requires proactively managing tasks and conflicting demands, working to tight deadlines and proven organisational ability in all aspects of planning and timetable production, and will work closely and collaboratively with departments across the College. This role provides opportunities to take ownership of assigned projects and to contribute to important developments of timetabling processes.

This role requires an experienced timetabler looking for opportunities to further develop their skills in this area and to contribute to an institution more broadly.

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### **Duties and Responsibilities**

- To be involved with planning, production and delivery of the Colleges academic timetable, including classes, co-curriculars and extra-curricular activities
- To support the development of the timetabling function and contribute to the improvement of the timetabling processes
- To use the timetable database Celcat and make full use of its functionality to produce the best timetable solution and service for staff and students
- To devise the student groups in Celcat, maintaining these whilst proactively checking for student clashes, conflicts and problem solving as required
- To ensure the timetable data collection processes is efficient and the data used for timetabling is accurate and up to date
- To ensure the most appropriate spaces are allocated for teaching
- To be involved with data quality checks and reporting
- To ensure class registers are up to date in Celcat
- To be proactive in collaborating with other departments within the College in matters relating timetabling and scheduling
- To provide advice and support to students and staff on their timetables including providing group and one to one training sessions
- To work closely with other departments across the Collage to schedule the Freshers and Orientation timetables
- Ensure that College protocols and policies in relation to timetables are adhered to.
- Monitor the use of timetabled and other College space and contribute to space management activities

### **Other Duties**

- Providing support (including cover support) to the wider resourcing department during busy periods and appropriate to skillset, and undertaking other duties 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

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forefront of all efforts.

### 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]
- An ability to work calmly and accurately whilst meeting deadlines [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 the production of academic timetabling in a higher educational setting [E]
- Administrative experience of timetabling software [E]
- Administrative experience of CELCAT timetabling software [D]
- Experience of data entry and manipulation, with strong attention to detail [E]
- Bachelor's degree or relevant work experience required [E]

### Application Process

Applications should be made via [this link](#) by 20:00 on **27 June 2022**. Please reference your application "**TIO522**". 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.