



1. Advertisement

Post Title: Senior Timetabling Officer

School/department: Division for the Student Experience/Academic Services

Hours: Full time or part time hours considered up to a maximum of 36.5 hours.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 9648

Salary: Starting at £31,411 to £38,592 per annum, pro rata if part time

Placed on: 20 September 2022

Closing date: 12 October 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

The Division for the Student Experience are seeking to appoint a Senior Timetabling Officer to be part of the centralised timetabling team. The Division is a central support service responsible for many administrative services that are provided to students and other areas of the University, including registration, student and course records, examination arrangements, timetabling, and award ceremonies. The timetabling team will drive significant improvement in the student experience and in the more efficient use of the current timetabling software (Scientia Syllabus Plus). It is an exciting time to be joining the team with plans to implement new processes, procedures and systems and there is a key role to be played by dedicated and skilled timetabling staff.

The post-holder will support the Timetabling Manager with the planning, scheduling, and delivery of the University's academic and examination timetables in line with published policies and procedures. The post-holder will also work closely with colleagues in Schools and Departments to understand the requirements of courses or modules optimising timetables that reflect institutional and departmental constraints and preferences.

We are looking to appoint an individual with substantial timetabling experience preferably acquired in a higher education setting. The successful candidate will possess the capacity for creative problem solving; will have first-rate communication and interpersonal skills combined with excellent IT and data skills. Expert knowledge of Syllabus Plus or another timetabling software package is essential.

For an informal discussion please contact Neil Dickens (nmd23@sussex.ac.uk).

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The Division

The Division for the Student Experience provides a range of administrative, academic and support services focused on improving the student experience, both directly to students and to colleagues in Schools and Departments. Our services include:

- Academic quality and curriculum development and oversight of the University's UK collaborative provision
- Support to key University Committee's including the Education Committee
- Development of academic policy and procedures, including assessment regulations
- Student registration and ongoing maintenance of student records
- The management of student progress and assessment including the organisation of all formal examinations for UG, PGT and PGR students
- The management of student complaints and appeals and compliance with UKVI regulations related to students.
- Student engagement and enhancement including initiatives which form a key platform of our Access and Participation Plan
- Educational enhancement including technology enhanced learning and online distance learning
- Statutory data returns including HESA
- Student advice and guidance including disability, money, and international students
- The provision of wellbeing and therapeutic support to students including those in our residences
- Careers, employability, and entrepreneurship
- Timetabling of teaching and management of room bookings
- The University Chaplaincy
- The Sussex Regional ACCESS Centre

JOB DESCRIPTION

Job Title:	Senior Timetabling Officer
Grade:	6
School/Division:	Student Experience/Academic Services/Student Data and Systems
Location:	Sussex House
Responsible to:	Timetabling Manager
Direct reports:	N/A
Key contacts:	Academic and professional services staff in schools

Role description:

Working as part of a centralised professional services team this role will work collaboratively with central professional services staff and those within the academic schools of study, to assist in the delivery of the University's annual teaching timetable. The role holder will be based within the central Timetabling team but will, from time to time, be expected to spend time assigned to schools of study to ensure that their requirements are fully understood to deliver the best possible timetable for students and staff. Teaching Timetablers will also be actively involved in the production of statistical information and reports.

PRINCIPAL ACCOUNTABILITIES

- 1. In liaison with the Timetabling Manager and other members of the team contribute to the production of elements of the University's teaching timetable in line with published timeframes.**
- 2. Liaise closely with the Curriculum and Assessment Officers within the academic schools to ensure that syllabus rules are set up correctly and continually maintained.**
- 3. In liaison with the Timetabling Manager and relevant staff, take responsibility for ensuring that staff timetables are consistent with relevant University policies. Work with the Head of Timetabling to provide management reports on the utilisation of staff time and resources, as required.**
- 4. Contribute to the development and implementation of institutional policy on timetabling and room booking.**
- 5. Provide definitive advice and guidance on operational timetabling matters**

6. **To assist with room utilisation surveys and other work associated with the University's General Teaching Space.**
7. **Assist staff and students with ad-hoc room booking that fall outside of the teaching timetable.**
8. **Contribute to the continuous improvement of service delivery.**
9. **Undertake appropriate training programmes to support personal and professional development.**
10. **To undertake other projects and duties as required from time-to-time.**

KEY RESPONSIBILITIES

1. **In liaison with the Timetabling Manager and other members of the team contribute to the production of elements of the University's teaching timetable in line with published timeframes and published policies**
 - 1.1 Liaison with timetabling representatives in academic schools to identify the requirements accurately and comprehensively for the delivery of teaching activities at both UG and PG level.
 - 1.2 Collection of module delivery information and staff availability data and ensure that this accurately input into the timetabling software (Scientia - Syllabus Plus).
 - 1.3 Manipulation of the data for use in the construction of timetables and related activities.
 - 1.4 Construction of the timetable, using timetabling software (Scientia - Syllabus Plus).
 - 1.5 Ensure, in collaboration with the Timetabling Manager, other members of the Timetabling Team and relevant staff, that all teaching staff, student and rooming conflicts are identified and resolved.
2. **Liaise closely with the Curriculum and Assessment Officers within the academic schools to ensure that syllabus rules are set up correctly and continually maintained.**
 - 2.1 Regularly communicate with academic schools (which may include time spent based in the relevant schools) to maintain and improve the efficiency, accuracy, and timeliness of their data processes, providing training where necessary.
3. **In liaison with the Timetabling Manager and relevant staff, take responsibility for ensuring that staff timetables are consistent with relevant University policies. Work with the Head of Timetabling to provide management reports on the utilisation of staff time and resources, as required.**

3.1 Negotiate with key academic staff concerning constraints on staff workload and availability; identifying and resolving difficulties which arise in relation to staff timetables.

4. Contribute to the development and implementation of institutional policy on timetabling and room booking.

4.1 Contribute to the development of policies and procedures in relation to timetabling and room booking.

4.2 Implement, monitor, and report on the effectiveness of these policies, liaising with the Timetabling Managers, members of the Timetabling Team and other staff as required.

5. Give professional advice and guidance to colleagues in respect of all aspects of the timetabling processes. This will be achieved through:

- The maintenance of training materials
- Contribution to the delivery of training sessions for University staff
- The maintenance of Timetabling web pages

6. To assist with room utilisation surveys and other work associated with the University's General Teaching Space.

7. Assist staff and students with ad-hoc room booking that fall outside of the teaching timetable.

8. Contribute to the continuous improvement of service delivery.

9. Undertake appropriate training programmes to support personal and professional development.

10. To undertake other projects and duties as required from time-to-time.

This Job Description sets out current duties of the post. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Highly developed skills in planning and organisation, particularly over variable timescales.
- High level of IT competency and the ability to learn new technologies.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to manipulate data in spreadsheets and/or databases.
- A high standard of written and verbal communication.
- Qualified to Degree level or equivalent qualification.
- Thorough, methodical approach to work and enjoys problem solving
- Resilient and calm under pressure with a creative and flexible attitude to workloads of varying quantity.

ESSENTIAL ROLE-SPECIFIC CRITERIA

- Experience of a data driven process using large complex datasets
- Can work independently without close supervision.
- Comfortable speaking authoritatively to staff at all levels of the University.
- Pro-active in terms of proposing new approaches and challenging existing practice.
- A professional, customer focussed approach to the role of timetabling.

DESIRABLE CRITERIA

- Experience of using timetabling/scheduling software such as Scientia/CELCAT/Facility CMIS.
- Experience of working across departments to deliver a project.
- Experience of working within higher education.
- Knowledge of the complexities of timetabling/scheduling/space management.

- Graduate level or equivalent experience.