

Timetable Officer

Job Description

Position overview

Department	Resourcing and Operations
Location	London (part Hybrid)
Term	Full time, Permanent
Salary	£32,000 to £36,720 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	July 2024

Reporting to the Head of Timetabling, 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 University. 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.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) 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 University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021. The University continues to grow further expanding its student cohort, campus space, courses, network and opportunities.

Duties and Responsibilities

- To be involved with planning, production and delivery of the University's academic timetable, including classes, co-curricular and extra-curricular activities
- To support the development of the timetabling function and contribute to the improvement of the timetabling processes
- To be involved with examination scheduling for the main and resit examinations
- 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 undertake a proactive role in planning timetable requirements and timescales to build each semester timetables
- To ensure the timetable data collection processes is efficient and the data used for timetabling is accurate and up to date while seeking solutions to complex timetabling requirements
- 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
- To undertake regular data quality checks and reporting
- To be proactive in collaborating with all other departments, such as academic management, academic advising, registry, student life etc.
- Ensure that University protocols and policies in relation to timetables are adhered to
- 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

Person Specification	
Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education / Qualifications	
Bachelor's degree or relevant work experience required	E
Experience	
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 and Office 365 applications, virtual learning environments, student information systems etc.	E
Experience and a proven track record of being involved in the construction, development and implementation academic timetables in a Further or Higher educational setting	E
Administrative experience of timetabling software	E
Administrative experience of CELCAT timetabling software	D
Experience of data entry and manipulation, with a high level of accuracy	E
Skills & Abilities	
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
Strong organisational and planning skills and able to manage varying workload through the academic year cycle	E
Ability to manage and complete large and long term tasks	E

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

During busy periods additional hours may be required at certain times of year.

Application process

Applications should be made via [this link](#) by **23:59** on 4th July 2024. Please reference your application “**T00624**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

Interviews are expected to commence w/c on the 8th of July 2024.

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

This position is not eligible for a Visa Sponsorship.