



POSITION DESCRIPTION

Academic Support Office
Faculty of Fine Arts and Music

Manager, Timetable & Room Bookings

POSITION NO	0053086
CLASSIFICATION	UOM 8
SALARY	\$108,009 - \$116,906 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-Time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jonathan Laskovsky Tel +61 3 9035 9328 Email Jonathan.laskovsky@unimelb.edu.au <i>Please do not send your application to this contact</i>

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about.unimelb.edu.au/careers

Position Summary

The Manager, Timetabling & Room Bookings consolidates the Faculty's capability for planning, building and implementing the timetable and space management schedule for academic programs and other activities.

The primary focus is on space usage optimisation, supporting academic staff and promoting positive student experience. The role is responsible for championing the development and implementation of local guidelines, procedures, processes and systems to effectively integrate the specific timetabling and scheduling requirements of the Faculty with University processes and protocols including integrating the Faculty's timetabling system (ASIMUT) with broader University systems.

This position leads the timetabling and room bookings team in designing and delivering the academic timetable and space management schedule. The role will be the principal contact for academic stakeholders for matters relating to timetabling and booking space management. The position works in collaboration with infrastructure and facilities and other campus services staff.

1. Key Responsibilities

- ▶ Develop and implement effective strategies to ensure that space requirements for the academic timetable are optimised, consistent with the strategic objectives of the Faculty.
- ▶ Develop and implement robust and reliable timetable modelling capability through the effective use of space plans and IT systems, in order to inform Faculty decision-making on timetable priorities.
- ▶ Develop and implement best practice guidelines, procedures, processes and systems for timetabling and room bookings.
- ▶ Actively contribute to the development and implementation of local plans for space management and optimising space utilisation
- ▶ In collaboration with infrastructure and facilities and campus services, develop and implement, with discipline areas, local teaching and learning space management plans, to ensure that teaching space and subject timetabling offers optimal learning experiences for students.
- ▶ Develop and implement systems and processes to enable effective evaluation of changes in the curriculum design or changes to infrastructure that impact timetabling.
- ▶ Optimize the deployment of IT systems to support long and shorter-term timetable planning and delivery; liaison and collaboration with software vendors and developers as required.
- ▶ Develop and enhance communication channels between faculties, departments and central services in relation to planning for future space requirements as they relate to the academic programs and examination timetables, including developing timetabling models for new areas of activity to support business cases for further development.
- ▶ Develop and operate effective links between timetabling planning and relevant areas involved in curriculum design in order to evaluate impact on timetabling of the development and change to the curriculum.
- ▶ Lead continuous improvement initiatives as they relate to timetabling and room booking processes, consulting with all relevant parties, including student groups.
- ▶ Lead the Timetabling and Room Booking team and ensure effective working partnerships with University Timetabling teams and other key stakeholders.

- ▶ Effect strong liaison and close working with the infrastructure, facilities and Campus Services to report on space utilisation. Reporting and data analysis and insights regarding timetabling and space utilisation.
- ▶ Accountable for leadership and professional development of staff and to effectively motivate, coach, manage and empower staff to achieve goals. Provide clear performance expectations, regular feedback and documented performance outcomes, ensuring performance not meeting required outcomes is addressed and achievement of outcomes and exceeding expectations is nurtured and rewarded.
- ▶ Responsible for compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Post grad qualifications or progress towards and extensive relevant experience, or an equivalent combination or relevant experience and/or education/training.
- ▶ Knowledge of academic and student administrative processes and systems.
- ▶ High level technical expertise and experience in scheduling and use of scheduling systems.
- ▶ Experience in developing and improving operational processes and demonstrating ability to contribute to process improvement, innovation and efficiency.
- ▶ Technical expertise in general computing and information systems.
- ▶ High level capability for multi-tasking and prioritisation, problem solving and effective time management.
- ▶ Experience in working collaboratively across organisational boundaries.
- ▶ Capability to interact, understand and operate in a creative arts environment.
- ▶ Capability to maintain a high level of attention to detail.
- ▶ Ability to work as a part of a team and to develop productive working relationships with academic and professional colleagues.
- ▶ Ability to lead, guide and supervise team members and oversee administrative processes and systems.
- ▶ High level interpersonal and communication skills and capability to interact, understand and operate within a creative arts environment.

2.2 DESIRABLE

- ▶ Experience in TechnologyOne, SyllabusPlus, ASIMUT

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Reporting to the Manager, Academic Support, the incumbent will be required to work independently and supervise staff members, ensuring successful and timely delivery of responsibilities and projects.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Manager, Timetabling & Room Bookings will exercise excellent problem-solving skills to develop and implement innovative and viable solutions to problems, seeking advice from others as appropriate. The role requires a high level of professional judgement to facilitate outcome focused decision-making and provide quality services to academic staff and key stakeholders.

The incumbent will be expected to perform work assignments guided by policies and adapt or implement new procedures.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires demonstrated knowledge of legislation and policy with the University. An understanding of the strategic direction of the Faculty and factors which will impact on the achievement of strategic roles is also required.

The Manager, Timetabling & Room Bookings is expected to have strong understanding of the academic and student administrative processes and systems. The incumbent will be expected to develop strong working relationships with academic and professional colleagues within the Faculty and University.

3.4 RESOURCE MANAGEMENT

The Manager, Timetabling & Room Bookings will have responsibility for monitoring project operations. Competence in managing operational and financial resources allocated for project activities to ensure successful and timely delivery of responsibilities is required.

3.5 BREADTH OF THE POSITION

This position will require the incumbent to operate across a range of levels. Both a high level strategic understanding and a detailed operational knowledge is required in the execution of this role. An understanding of policy, and strategic, engagement, relationship, financial and operational issues are essential. The diversity of the responsibilities demands flexibility, the ability to work autonomously and effective collegiality attributes.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at <http://finearts-music.unimelb.edu.au/>

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>