

POSITION DESCRIPTION

Position Title:	Timetabling Officer
Organisation Unit:	Faculty of Engineering, Architecture and Information Technology
Position Number:	
Type of Employment:	Full Time, Fixed term for 12 months
Classification:	HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an [outstanding track-record](#) in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$11billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Faculty of Engineering, Architecture and Information Technology

The Faculty of Engineering, Architecture and Information Technology (EAIT) has long, proud traditions of innovation and leadership across student education and research.

In just over a century, more than 27,000 Faculty graduates have gone on to use their UQ education to have significant impact on our state, our nation and across the world. We believe that lifelong success is fostered at UQ through great education – inspiring students to think differently, ask the difficult questions, be a positive disruptive influence, and fulfil every ounce of their potential.

Our research provides a rich and diverse flow of breakthrough technologies that are helping to improve communities around the world. From novel hydrogen storage and next generation polymers to biomedical engineering and mining safety, our research outcomes are solving problems for local and international communities, and our industry partners.

Our people are our greatest asset. We offer collaborative, inclusive work and study places, which are enriched by the significant diversity of our staff, students and community. We genuinely believe that creativity and innovation flourishes in an environment where people feel supported, valued and empowered. Mutual respect, inclusivity and accountability are at the cornerstone of UQ's culture.

The Faculty is committed to supporting the career growth of women researchers and have a number of initiatives to support women in developing and achieving a fulfilling research career at the Faculty.

For more information about the Faculty, please visit: www.eait.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

The primary focus of this position is the preparation and administration of timetabling to support the Faculty of Engineering, Architecture and Information Technology and its teaching endeavours. The position works closely with the Faculty's Schools, providing advice on timetabling matters as well as undertaking room bookings for other resources overseen by the Faculty. The position collaborates with the central Examinations and Timetabling team to enable the successful production of the University's class timetables and allocations.

Duties

Duties and responsibilities include, but are not limited to:

- Liaise with key stakeholders, including course coordinators, to understand resource requirements for timetabled activities.
- Enter and process data in relevant systems in-line with timetable data entry, and class allocation processes and procedures.
- Administer room bookings processes.
- Provide advice to key stakeholders around timetabling procedures, processes and requirements.
- Support the Timetabling Coordinator in designing timetables in a timely and accurate manner (including examinations).
- Assist with the resolution of issues regarding timetabling (including but not limited to space management, timetable clashes and class sizes).
- Liaise with stakeholders, including course coordinators, regarding timing constraints where required, escalating more complex issues to the Timetabling Coordinator.
- Work with other space owners to negotiate for use of facilities as required.
- Assist and provide support to the Faculty and School/s student and academic administration teams as required.
- Any other reasonable duties as directed by your supervisor.

Reporting Relationships

The position reports to the Timetabling Coordinator, Faculty of Engineering, Architecture and Information Technology.

SELECTION CRITERIA

- An undergraduate degree or an equivalent combination of relevant experience and/or education/training.
- Experience of working within the policy and procedural framework within a large tertiary institution.
- Experience in problem solving, including the ability to liaise with relevant stakeholders to achieve resolution.
- Previous experience in data entry with exceptional attention to detail.
- Ability to build and maintain positive working relationships with a wide variety of stakeholders across many levels.
- Well-developed organisational skills and ability to manage time effectively to work to completing deadlines.
- Ability to rapidly acquire detailed knowledge of the programs offered through the Faculty of Engineering, Architecture and Information Technology.

Desirable

- Previous experience using student administration and timetabling systems.
- Technical skills and experience in Allocate Plus and SI-net.
- Sound working knowledge of the University's policies and procedures related to student administration.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the [University's Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.