

Position description

Position title:	Timetabling Officer
Faculty and/or School/Section/VCO:	Strategic Capital and Infrastructure Projects
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW 5 Level
Employment mode:	Continuing appointment
Time fraction:	Full-time
Recruitment number:	843705
Further information from:	Ms Sally Gallina Telephone: (03) 5327 6128 E-mail: s.gallina@federation.edu.au
Position description approved by:	Deputy Vice-Chancellor (Student Services and Support)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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Position Summary

The Timetabling Officer is responsible for coordinating and administering the successful completion of the Higher Education and VET timetables and the effective coordination of the Web Room Booking System across all University campuses.

The Timetabling Officer will be required to travel between campuses.

Key Responsibilities

1. Contribute to the preparation and production of the Higher Education and VET timetables at all campuses within strict timelines utilising designated timetabling software, class allocation and student management systems.
2. Maintain timetabling data by collecting, collating and entering relevant timetable information for the development of the academic timetable.
3. Provide accurate advice to assist in the preparation of timetabling and room booking requirements in accordance with timetabling guidelines.
4. Contribute to compliance with relevant legal and policy requirements applicable within the University by ensuring that only eligible courses are timetabled.
5. Contribute to the training of staff in the timetabling and related systems and management of user access protocols by assisting in the preparation of training documentation, providing instruction regarding the web room booking system and changing passwords.
6. Liaise with University staff to ensure that all spaces are used efficiently and appropriately in line with University standards and assist in the preparation and collection of data for strategic reports for all campuses.
7. Work closely with academic and teaching staff across the University to negotiate and solve problems relating to academic timetables.
8. Coordinate the effective and efficient operation of the Web Room Booking System in accordance with relevant guidelines, including advising staff on the availability of facilities and producing such reports as necessary to provide information on space utilisation.
9. Ensure that documentation and timetabling web presence information is accurate by maintaining content and presentation in line with the University brand guidelines.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at:
http://federation.edu.au/_data/assets/pdf_file/0010/284248/FedUni_StrategicPlan.pdf
11. Undertake the responsibilities of the position adhering to:
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Timetabling Officer reports to and receives general direction from the Team Leader, Timetabling.

The Timetabling Officer is responsible for contributing to the planning and coordination of all timetabling and class allocation functions as well as the timely, efficient and effective operation of timetables for all campuses of the University. The position is therefore required to prioritise multiple tasks, work to conflicting timelines and deadlines.

The Timetabling Officer will perform a wide range of tasks and is required to resolve problems and display initiative to independently deal with timetabling problems. The position is required to exercise judgement and make decisions of a routine nature based on the relevant policies, procedures and guidelines, including providing factual advice.

Training and Qualifications

- Completion of a degree without subsequent relevant work experience; or
- an advanced diploma qualification and at least one years subsequent relevant work experience; or
- an equivalent combination of relevant experience and/or education/training.

Position/Organisational Relationships

The Timetabling Officer reports directly to the Team Leader, Timetabling. The position is the initial contact point for queries relating to the timetabling at the University and is expected to provide timely and quality service to external organisations and all levels of University staff and students.

The position is required to build and maintain positive relationships with key stakeholders within and external to the University.

The Timetabling Officer will be required to have a thorough understanding of relevant policies, procedures and business processes, including knowledge of the University structure particularly as it relates to faculties and schools across both Higher Education and VET sectors.

The Timetabling Officer will also be required to have or to develop an understanding of other areas within Scheduling Services in order to provide support when required.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one years subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated ability to interpret and apply policies, procedures, guidelines and processes.
3. Demonstrated ability to determine client requirements, including gathering information, analysing problems and evaluating possible solutions.
4. Demonstrated interpersonal and communication skills, including the demonstrated ability to delivery client services to a range of diverse stakeholders.

5. Demonstrated ability to prioritise multiple tasks, work to conflicting timelines and deadlines under pressure, and make informed decisions with limited supervision.
6. Demonstrated knowledge and application of a range of software packages, including the timetable and student systems, MS Office, databases and web publishing.