

Details

Area	Deputy Vice Chancellor Academic Portfolio
Team	Student Services / Student Administration Services
Location	Flexible, all campuses
Classification	HEW level 6
Manager Title	Manager, Timetabling

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The Senior Officer, Faculty Timetable is responsible for coordinating scheduling support for academic and professional staff to produce the academic timetable, taking into account student and staff experience of the timetable, effective delivery of the University's curriculum through the timetable, and efficient use of the University's teaching spaces. The position acts as a subject matter expert and provides advice and direction on all aspects of the Faculty timetable. The position will also provide operational support to senior staff within the Timetabling team.

Reporting to the Manager, Timetabling this role will:

- Support the development and maintenance of the academic timetable, including ensuring accuracy in creating maintaining and translating timetable information in the timetabling systems in a timely manner by liaising with stakeholders
- Design timetables taking into account the provision of teaching space to ensure space allocations are aligned with the university's pedagogical Timetabling delivery and policy, and the timetable supports University objectives
- Seek feedback from clients regarding their satisfaction and perspective with the timetable function and services received, respond to feedback with openness and transparency and seek to identify ways to better service the customer
- Provide ethical advice to stakeholders that addresses underlying timetabling questions or concerns around timetabling procedures, processes and requirements promoting value-adding insights and recommendations
- Build new and productive relationships with a diverse range of stakeholders or key and influential individuals across the University
- Develop and implement practical, accessible solutions to timetable problems based on stakeholder needs, including those related to data collection, scheduling, and student allocation, and their associated systems and processes
- Strive for excellence and consult regularly with clients to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required
- Generate new ideas and share those ideas with others in the work area to improve process and practice
- Recognise the importance of teamwork and of effective communication amongst team members and building rapport within immediate team in ways that are respectful and inclusive of Others

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of potential students or stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Experience in using timetabling systems within a university environment, or experience maintaining a complex database
- Demonstrated data literacy and proficiency in MS Excel

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position requires the incumbent to hold a current Working with Children Check

Note The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.