

## Position Description



Position title:	Coordinator, Timetabling
School/Directorate/VCO:	Academic Services and Support Directorate
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses may be required
Classification:	Within the HEW Level 7 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Brad McLindon, Manager, Strategic Scheduling Telephone: (03) 5327 9044 Email: b.mclindon@federation.edu.au
Recruitment number:	852086

### Position summary

The Coordinator, Timetabling is responsible for the management of all academic timetabling activities, including the delivery of the University academic timetable, student and academic class allocations and the optimal utilisation of space reserved for teaching purposes throughout the University.

### Portfolio

Academic Services and Support is a Directorate within the Academic Portfolio and services the needs of the Academic Institutes and supports functions such as academic programs and services, technical support, scheduling services and work-integrated learning. The ASSD also provides services to other portfolios within the university.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Coordinate the Timetabling Team to build profitable relationships with key stakeholders to ensure the efficient and relevant construction, delivery, and maintenance of academic timetables consistent with the University's priorities, resources, and requirements.
2. Coordinate the Timetabling Team to collate the relevant information for the development of the academic timetable and to prepare the scheduling systems for the preparation of annual timetables at all campuses.
3. Schedule and release University academic timetables, using University timetabling software, including setting and communicating strict timelines to achieve this. These timelines will be consulted with key stakeholders in advance to reach achievable and authentic engagement that enhances data integrity.
4. Manage the student class allocations system to ensure that students can engage with this system in various determined modes at agreed intervals leading up to the commencement of classes.
5. Work closely with staff in Institutes, Global Professional School, TAFE, Academic Support Services, Student Experience and Administration Services, Property and Infrastructure Directorate and other areas in the University to negotiate and resolve problems that arise relating to timetabling.
6. Coordinate the Timetabling Team to maintain the room booking process to ensure all requests for physical and virtual functions are processed according to agreed priorities and procedures.
7. Regular review, development, and implementation of improvements to the accuracy, convenience, efficiency, and productivity of the timetable process relating to all stakeholders.
8. Coordinate and support Timetabling staff to achieve objectives, including recruiting and inducting new staff and managing the Performance Review and Development Program.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - 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 Coordinator, Timetabling reports to and works under the broad direction of the Manager, Strategic Scheduling. The position is responsible for managing and supporting Timetabling Officers to achieve their objectives.

The Coordinator, Timetabling is responsible for ensuring that timetabling processes are convenient, efficient, productive, and adhered to. This will ensure the timely release of the final Higher Education Academic Timetable and TAFE Teaching Timetable respectively.

Initiative should be demonstrated to resolve a broad range of Timetabling matters on a daily basis. This initiative will be informed by best practice in the sector and relevant policies, procedures and guidelines of the University.

The Coordinator, Timetabling is required to possess or to rapidly develop expertise in the University's Timetabling systems and to be astute to alternate solutions across the sector.

Demonstrated proficiency in client management is required, as is a functional understanding of other areas within Scheduling Services so that support can be provided as required.

### Position and Organisational relationships

The position is responsible for maintaining, renewing, and building relationships with a broad array of key stakeholders within the University. Additionally, the incumbent would be expected to identify and contribute to dynamic working relationships externally across the sector for collegiality, knowledge sharing, and solution finding.

Strong alignment to the University's Living Values will be expected, including Collaboration, Empowerment, Excellence, Innovation, and Inclusion.

### 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:

### Training and qualifications

Completion of a degree with at least four years subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

### Experience, knowledge and attributes

1. Demonstrated experience and success in planning and coordinating scheduling processes to deliver timetable and manage space and class allocation, including managing multiple tasks and conflicting deadlines.
2. Demonstrated database management and software applications skills, preferably scheduling databases, and applications.
3. Demonstrated ability to interpret and apply relevant policies, procedures, and legislation in the daily responsibilities of this position.
4. Demonstrated ability to coordinate and support staff to achieve individual and department objectives.
5. Demonstrated interpersonal skills, including the ability to function autonomously and in a collegiate environment.
6. Demonstrated negotiation skills, including the ability to manage difficult situations diplomatically and tactfully.
7. Demonstrated ability to maintain confidentiality and work constructively within a high-pressure working environment.
8. Demonstrated alignment with the University's commitment to child safety.

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

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*