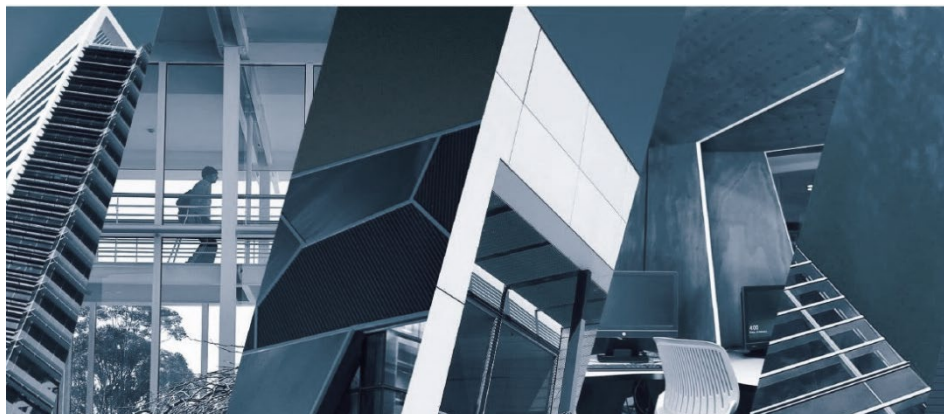


Position Description



Position title:	Team Leader, Timetabling
School/Directorate/VCO:	Academic Services & Support Directorate
Campus:	Mt Helen, Berwick or Gippsland Campus. Travel between campuses will 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:	Sally Gallina, Manager, Strategic Scheduling Telephone: (03) 5327 6128 Email: s.gallina@federation.edu.au
Recruitment number:	850396

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.

Portfolio

Academic Services and Support is a directorate within the Academic portfolio which services the needs of the Academic Schools and in particular supports the delivery of Academic programs including the administration of work integrated learning.

Position summary

The Team Leader, 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 coordination of optimal space management throughout the University.

Key responsibilities

1. Manage the Timetabling Team to ensure the delivery and maintenance of an academic timetable consistent with the University's priorities and resources and the requirements of students and staff for all campuses.
2. Manage the Timetabling Team to collate the relevant information for the development of the academic timetable and to prepare the student and 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.
4. Work closely with staff in Schools, Academic Support Services, Student HQ, Facilities and other areas in the University to negotiate and resolve problems relating to timetabling data and information.
5. Manage the class allocations function within the Timetabling Team to ensure that students are able to allocate into classes prior to the commencement of classes.
6. Manage the Timetabling Team to maintain the room booking/scheduling process to ensure all activities and requirements for physical and virtual functions are completed.
7. Review, develop and implement changes regularly to improve the productivity and efficiency of the timetable process.
8. Manage 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 purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes 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 Team Leader, Timetabling reports to and works under the broad direction of the Manager, Strategic Scheduling. The position is responsible for managing and supporting Timetabling Officer to achieve the objectives of Timetabling and Scheduling Services.

The Team Leader, Timetabling is responsible for ensuring that timetabling processes is effective and efficient, and the University's academic timetable is delivered. The position is required to solve a range of problems independently and to demonstrate initiative in dealing with Timetabling matters on a daily basis. The position is also required to make decisions relating to timetabling processes based on the relevant policies, procedures and guidelines of the University.

The Team Leader, Timetabling is required to have or to develop expertise in the University's Timetabling systems as well as internal and external policies and procedures relating to Scheduling. The position will also be required to be proficient in client management.

The Team Leader, Timetabling is required to have an understanding of other areas within Scheduling Services in order to provide support when required.

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.

Position and Organisational relationships

The Team Leader, Timetabling reports to the Manager, Strategic Scheduling. The position is responsible for building and maintaining relationships with key stakeholders within and external to the University. In addition, the position is responsible for supporting other areas of Scheduling Services.

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 with at least four years subsequent relevant experience; or extensive experience and management expertise in technical or administrative fields; or equivalent combination of relevant experience and/or education/training.
2. 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.
3. Demonstrated database management and software applications skills, preferably scheduling databases and applications.
4. Demonstrated ability to interpret and apply relevant policies, procedures and legislation in the daily responsibilities of this position.
5. Demonstrated ability to manage and support staff to achieve objectives.
6. Demonstrated interpersonal skills, including the ability to work independently and in a team environment.
7. Demonstrated negotiation skills, including the ability to manage difficult situations diplomatically and tactfully.
8. Demonstrated ability to maintain confidentiality and work under pressure.
9. 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.