

POSITION DESCRIPTION – General Staff
For levels 1 to 5

Position Title: Timetabling Officer Level: 5
Faculty/Division: Academic Registrars Division Department/Location: Business Solutions

Primary purpose of the position:

The Timetabling Officer is responsible for key aspects of the UOW teaching timetable including casual room bookings, training of UOW Timetable Liaison Officers, maintaining the UOW Timetabling web page and maintenance of accurate location information. The timetabling officer also assists the UOW Timetabling Coordinator in the annual class scheduling and timetable maintenance process and is responsible for introducing new departments into the UOW Timetabling System.

Position Environment: (Optional)

Central timetabling is located within the Business Solutions Unit. Business Solutions is a unit within the Academic Registrars Division. The major business areas of ARD include (i) Client Service, service delivery to University students, (ii) Business Solutions, ensuring delivery of major student life cycle elements (iii) Policy & Governance, facilitation of governance within the University (iv) Corporate Governance, (v) Student Systems and (vi) Enterprise Content Management, management of University website, records and digital signage network and (vii) Strategy, delivery of new initiatives to improve the student experience.

ARD operates under the University's Administration Quality Management System (QMS) that is certified to ISO 9001:2008.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Liaise with, support and train faculty staff, satellite campuses, UOW College and other departments in relation to all aspects of timetabling procedures and the use of Syllabus Plus and peripheral software to ensure the accurate and efficient collection and management of timetabling data.	30	
2. Process, manage and coordinate all casual room booking requests and respond to enquiries relating to the use of common teaching space for intensive teaching, conferences, functions and other purposes.	20	
3. Maintain UOW timetables post-publication by incorporating change requests by relevant faculties and units	15	
4. Support the Timetabling Coordinator as required with the preparation and publication of the teaching timetable including by checking data integrity and performing bulk processing	10	
5. Ongoing development and maintenance of the Central Timetabling Webpages and Intranet sites	10	
6. Administer external function bookings by liaising with Unicentre staff and other stakeholders and ensuring all policies and procedures are adhered to.	5	

7. Identify and resolve problems (through liaison with all relevant stakeholders) where there are conflicts between casual room bookings and teaching activities/core University activities.	5	
8. Coordinate the booking requirements for various University functions and activities including: Open Days, Discovery Days, Orientation, Enrolments, Exams, scheduled maintenance and technology upgrades	5	
9. Provide back-up for Syllabus Plus users across campus as required	As required	
10. Ability to undertake various aspects of the duties of UOW Timetable Coordinator during times of extended absence.	As required	
11. Introducing new department/s into the UOW Timetabling System (Syllabus Plus), including liaising with staff in order to scope departments timetabling and training requirements, establishing/maintaining working relationships and ongoing support for the department/s as required.	As required	
12. Maintain accurate records for central timetabling as required by the UOW records policy and quality assurance documents	As required	
13. Observe principles and practices of Equal Employment Opportunity	Ongoing	
14. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Timetabling Coordinator
The position supervises the following positions:	N/A
Other Key Contacts:	Faculty Timetabling Liaison Officers Business Solutions functional leaders Satellite campus managers

Knowledge & Skills:

Essential:

- A high level of computer literacy, knowledge and skills using and manipulating spreadsheets and databases and interfacing with database systems
- Proven ability to exercise initiative and to adopt an active approach to problem-solving
- Demonstrated high level of interpersonal and oral communication skills including the ability to liaise with management level staff and establish effective professional relationships.
- Demonstrated experience and confidence to train small groups
- Demonstrated capacity to interpret and implement policies and procedures and to assist in their review.
- Well-developed written communication skills.
- A commitment to a high level of customer service.
- Proven ability to work as a team member or independently as required without close supervision.
- Excellent organisational skills, with proven experience in managing workflow and meeting deadlines
- Demonstrated understanding of timetabling principles and procedures

Preferred:

- Working knowledge of current timetabling software packages – ie Syllabus plus

Education and Experience:

Essential:

- Relevant post-school qualification or equivalent combination of education and/or experience
- Experience delivering services/support to a community of diverse stakeholders
- Demonstrated experience in the use of large scale networked information systems, databases, spreadsheets and word-processing software including data extraction and report presentation and the ability to maintain accurate records.

Preferred:

- Experience in timetabling activities in large organisations.
- Knowledge of Syllabus Plus Software
- Experience in a higher education setting including experience working with student administration systems processes.

Personal Attributes:

- Ability to work accurately and with attention to detail
- Professional in dealing with clients and team
- Adaptable to change
- Ability to develop work practices and work under pressure to meet deadlines
- Able to manage issues through to resolution
- A pro-active, positive, energetic manner

Special Job Requirements:

This job may require working outside normal hours from time to time

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Personnel:

Date: _____