

POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Timetabling Officer Level: 5
Division: Academic Registrar's Division Location: Building 36

Primary purpose of the position:

The purpose of this position is to support the management of UOW common teaching spaces.

Position Environment:

The Academic Registrar's Division is committed to the provision of quality service to students and staff of the University of Wollongong.

The Central Timetabling Unit is one unit within the Academic Registrar's Division and is principally responsible for:

- Preparing, disseminating and monitoring the production schedule for the annual timetable
- Production and publication of class timetables
- Coordinating casual room bookings
- Developing and evaluating procedures and policies relating to timetabling and room usage.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Coordinate and process casual room bookings.	35	
2. Maintenance of timetables post scheduling.	35	
3. Contribute to the planing and process improvement of the Central Timetabling Team and the Academic Administration Unit.	10	
4. Provide guidance, support and training to academic units and Satellite Campuses on all aspects of timetabling procedures.	10	
5. Assist with the communication and relationship development between stakeholders, including the Academic Administration Unit, other central business units, faculties, schools and various working groups as required.	5	
6. Develop and maintain Central Timetabling Unit web site.	5	
7. Maintain compliance for Quality Assurance requirements.	Ongoing	
8. Observe principles and practices of Equal Employment Opportunity	Ongoing	
9. Have WH&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: Timetable Coordinator

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A high level of computer literacy, knowledge and skills using and manipulating spreadsheets, databases and interfacing systems
- Demonstrated problem solving skills, ability to exercise initiative and be innovative
- Demonstrated high level interpersonal and oral communication skills, including the ability to liaise with management and other university staff and establish effective professional relationships
- Demonstrated capacity to interpret, implement and review policies and procedures
- Well-developed written communication skills, including excellent attention to detail
- Proven ability to work as a team member or independently as required without close supervision
- Demonstrated ability to meet deadlines by organising and prioritising work flows both independently and in collaboration with other staff
- Provide direction and guidance, create a motivating work environment and implement long term goals
- Demonstrated ability to advise on and implement change.

Desirable:

- Experience training small groups
- Experience coordinating/scheduling use of shared resources.

SELECTION CRITERIA - Education and Experience:

Essential:

- A relevant qualification and/or equivalent professional administrative training and experience in a large organisation
- Experience using networked information systems, databases, spreadsheets and word-processing software
- Experience preparing and presenting reports
- Experience in and commitment to, high level customer services.

Personal Attributes:

- The ability to manage multifaceted workloads in high pressure environment
- Ability to adapt to an evolving work environment
- Proactive, personable, flexible and motivated
- Patience, perseverance, and enthusiasm

Special Job Requirements:

- During periods of peak activity additional hours may be required outside of normal business hours

Organisational Chart:

Organisational chart coming soon.

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____