

## POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Timetable and Workloads Officer Level: 5  
Faculty: Faculty of Social Sciences Department: SOC

### Primary purpose of the position:

The position will reside within the Faculty of Social Sciences Finance and Operations Unit and will be responsible for the central management of the timetable for the Faculty of Social Sciences. The position will play a key role in ensuring consistency across schools and maintaining a functional timetable in addition to developing the centralised operating procedures.

The position will also be responsible for assisting in implementing a conformed Faculty workload model through the provision of data entry, reporting and supporting the internal faculty workloads committee.

### Position Environment:

The Faculty of Social Sciences was created following the Faculty restructure in 2012. As a result of the 2013 Schools Review the Faculty of Social Sciences includes the School of Education, the School of Psychology, the School of Health and Society and the Department of Geography and Sustainable Communities. Our disciplines include education, psychology, clinical psychology, social work (2015), public health, occupational health and safety, geography, and land and heritage management. In 2015 the Faculty of Social Sciences will introduce a Bachelor of Social Sciences that will draw its majors from the specialisations available within the Faculty.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Support the Faculty Timetable Process <ul style="list-style-type: none"> <li>• Undertake the role of Timetabling Liaison Officers and Liaise with central timetabling on all matters pertaining to the management of the faculty timetable</li> <li>• Liaise with key faculty staff to determine faculty timetable requirements</li> <li>• Implement and maintain the faculty timetable within set deadlines</li> <li>• Provide support, advice and feedback to faculty staff in all matter relating to timetable and room bookings</li> <li>• Develop and maintain operating procedures to ensure smooth operation and consistency across schools</li> <li>• Prepare and distribute training materials, notes and guidelines as necessary</li> </ul>	45%	
2. Support the Faculty Workload Process <ul style="list-style-type: none"> <li>• Liaise with key staff pertaining to the management of the faculty and school workloads</li> <li>• Extract and enter key data in supporting faculty workload allocations</li> <li>• Develop and undertake key reporting across schools and faculties on workload allocation</li> <li>• Provide support to the faculty workload committee</li> <li>• Develop and maintain operating procedures to ensure smooth operation and consistency across schools</li> </ul>	45%	
3. Provide support to the Faculty Management Accountant and Faculty Executive	10%	

	Manager as required		
4.	Observe principles and practices of Equal Employment Opportunity	Ongoing	
5.	Have OH&S responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> 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: Faculty of Social Sciences Management Accountant

The position supervises the following positions: N/A

### SELECTION CRITERIA - Knowledge & Skills:

Essential:

- A high level of computer literacy, knowledge and skills using, manipulating and presenting spreadsheets and data
- High level of analytical and problem solving skills
- Strong verbal and written communication skills
- Strong interpersonal skills and the ability to build relationships across all levels of the University
- Demonstrated capacity to interpret and implement policies and procedures
- Strong organization skills and ability to meet deadlines

### SELECTION CRITERIA - Education and Experience:

Essential:

- A relevant qualification and/or equivalent professional administrative training and experience in a large organisation
- Experience using Syllabus Plus Software
- Experience working in a University Environment

### Personal Attributes:

- Effective communication and well developed interpersonal skills
- Positive attitude

**Special Job Requirements:**

N/A

**Organisational Chart:**

- Available on request

**Approval:**

Approval by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_