

## POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Timetable Officer Level: 5  
Faculty/Division: Student Services Division Department/Location: Building 36

### Primary purpose of the position:

The purpose of this position is to support the management of UOW common teaching spaces. The Timetable Office is an integral part of the Central Timetabling Unit. The functionality and success of UOW's timetabling is dependent on the Central Timetabling Unit, and the allocation of limited teaching facilities in light of competing demands.

### Position Environment:

The Student Services Division is responsible for managing and delivering student-focused support and administrative services that relate to all aspects of students engagement with their studies, ranging from prospective student enquiries, through to graduation.

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

The division's major business units include (i) Admissions & Conversions; (ii) Academic Administration; (iii) Client Service; (iv) SAF Student Projects; (v) Student Recruitment; and (vi) Student Systems.

The Central Timetabling Unit is part of the Academic Administration Unit 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 <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: Timetable Coordinator

The position supervises the following positions: Nil

## SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated high-level of computer literacy, specifically knowledge and skills using and manipulating spreadsheets, databases and interfacing systems and word-processing software
- 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
- Contribute to creating a motivating work environment and implement long-term goals
- Demonstrated ability to advise on and implement change.

Desirable:

- Experience training small groups in corporate software systems
- 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 a high-level of customer service

**Personal Attributes:**

- The ability to manage multifaceted workloads in a high pressure environment
- The ability to adapt to an evolving work environment
- Proactive, personal 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: \_\_\_\_\_