

**TIMETABLING OFFICER
POSITION DESCRIPTION**

Position Title:	Timetabling Officer	Position Number: 00010181	Faculty/Division: ECMS
Classification:	HEO6	No. Direct Reports & Highest Classified Position: 0	School/Branch: ECMS Faculty Office
FTE: 1.0	Reports to: Manager, Student Services	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit:
Position Summary:	<p>The University of Adelaide is a leading research intensive and teaching university comprising five faculties, including the Faculty of Engineering, Computer and Mathematical Sciences (ECMS).</p> <p>ECMS includes seven Schools all of which are supported by the ECMS Faculty Office through the provision of student, academic, business, executive and financial support services.</p> <p>Working within the Faculty Student Services Team, the position involves the maintenance and use of student information and business systems that support the Faculty's academic programs and associated student and staff services such as course timetabling, class allocations, enrolments, room bookings and space management systems, the production, maintenance and dissemination of information and data to students, staff and public.</p>		
Position Characteristics:	Scope	<p>The Faculty Student Services Team provides administrative support for more than 5000 students across more than 100 undergraduate and postgraduate coursework programs. Working under general direction from the Manager, Student Services, the Timetabling Officer maintains program, course and enrolment data on PeopleSoft. As the Faculty's system expert in Syllabus Plus, the Timetabling Officer is responsible for coordinating Faculty timetabling and class allocations as well as developing and implementing Faculty systems for managing space and room bookings. The role also requires the competent use of business intelligence systems such as DataWarehouse for the collection, analyses and reporting of student data.</p>	
	Significant internal/external relationships	<p>Manager, Student Services</p> <p>Team Leader, Student Services</p> <p>Faculty Office staff</p> <p>School Administrators</p> <p>Academic Staff</p> <p>University Student Administrative Services staff (Student Hub, Enrolments, Graduations, Student System Solutions)</p> <p>Student body</p>	
	Special conditions	<p>Reasonable workplace adjustments will be made for people with a disability.</p>	
	Delegations	<p>Nil</p>	

**TIMETABLING OFFICER
POSITION DESCRIPTION**

Key Responsibilities and Outcomes	1	Coordinate Faculty Timetabling and allocations for undergraduate and postgraduate coursework students	<ul style="list-style-type: none"> ▪ Coordinate the development of the annual timetable for Faculty courses. ▪ Provide direction and advice on timetabling matters to staff in the Schools. ▪ Liaise with academic and professional staff as necessary in the management of student sets, course components, class sizes, venues and teaching facilities. ▪ Provide a consultative service to students in maintaining a clash-free timetable ▪ Participate on Faculty and University working groups focussed on timetabling and teaching facilities.
	2	Maintain course and enrolment data on PeopleSoft	<ul style="list-style-type: none"> ▪ Coordinate annual updates of course data on Course Catalogue and the University Calendar. ▪ Work with internal partners to deliver accurate content concerning the Faculty's academic programs and courses in print and electronic form. ▪ Organise cyclical events and services associated with student systems such as on-line enrolments. ▪ Undertake regular updates of information materials for students to ensure the provision of accurate content.
	3	Collect, analyse and report student, program and course data through DataWarehouse.	<ul style="list-style-type: none"> ▪ Assist the Faculty with student data collection, analysis and performance reporting. ▪ Identify, apply and report on key performance indicators and metrics for measuring and evaluating timetabling and space management outcomes.
	4	Provision of Student Services	<ul style="list-style-type: none"> ▪ Collaborate with the Team Leader, Student Services, to ensure timely and effective delivery of various student-related administrative processes. ▪ Work co-operatively with members of the Student Services Team to identify opportunities to improve efficiency and effectiveness in relation to student administration within the Faculty Office and in the Schools. ▪ Provide assistance and advice to professional and academic staff from Schools in relation to student-related policies, processes and business rules. ▪ Provide guidance and direction to members of the Student Services Team, while being a point of escalation for more complex enquires.

**TIMETABLING OFFICER
POSITION DESCRIPTION**

Criteria	Capabilities and Behaviours	Communication	<ul style="list-style-type: none"> ▪ Is persuasive and confident in communicating ideas. ▪ Negotiates win-win outcomes by exploring different positions and building consensus. ▪ Uses high-level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood.
		Flexibility and adaptability	<ul style="list-style-type: none"> ▪ Shows flexibility in coping with multiple and changing priorities. ▪ Provides ideas for improvement and constructive input into change initiatives. ▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people.
		Relationship Building	<ul style="list-style-type: none"> ▪ Shows tact and diplomacy in dealing with people. ▪ Builds trust in relationships through maintaining confidentiality and keeping commitments. ▪ Builds rapport by making informal contacts in own and other work areas.
		Service Focus	<ul style="list-style-type: none"> ▪ Takes personal responsibility to resolve enquiries, requests or complaints. ▪ Agrees expectations with client to ensure client understands service delivery timeframes. ▪ Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service.
		Teamwork	<ul style="list-style-type: none"> ▪ Provides appropriate information, support and encouragement to enable successful task completion. ▪ Actively participates in team meetings through sharing ideas and contributing to discussions. ▪ Supports team members to achieve their goals by sharing workloads.

**TIMETABLING OFFICER
POSITION DESCRIPTION**

	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> ▪ Timetabling experience within a tertiary institution. ▪ Demonstrated competence in the use of computers and computer software, including Syllabus Plus, DataWarehouse and standard MS Office applications. ▪ High-level administrative and organisational skills. ▪ Demonstrated capacity to manage expectations of diverse stakeholders with competing expectations to achieve desired outcomes. ▪ Ability to use analytical and problem-solving skills to collect, analyse and interpret information. ▪ Understanding of University of Adelaide student-related policies, business rules and procedures
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ A tertiary qualification and relevant experience, or an equivalent combination of relevant experience and/or education/training.
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.

