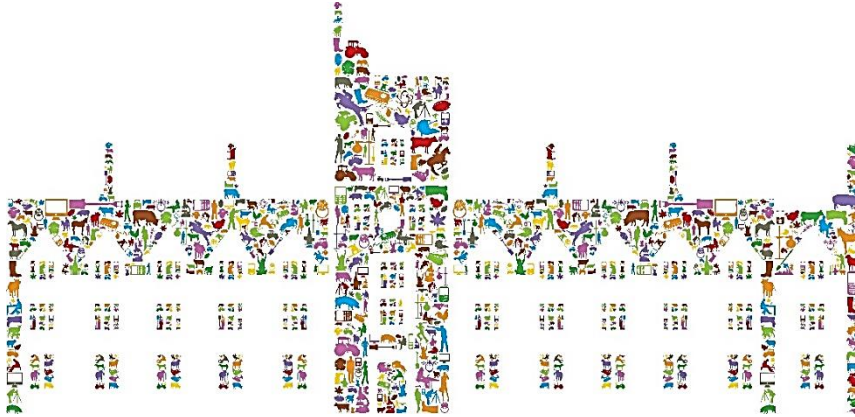# Timetabling and Exams Support Officer

We are looking for a motivated individual to join the Registry Team to manage the timetabling function and to work alongside the Examinations Officer in the preparation and scrutiny of examinations papers and the co-ordination of External Examiners. Our ambition is that the services we provide should be sector leading, adapted to meet the needs of our University, and sufficiently flexible to respond rapidly to changing requirements.

Timetabling is a key activity, which provides personalised timetables to our staff and students. You will lead and be responsible for the operational activities undertaken by the University's Timetabling function focused on enhancing student satisfaction.

You will work closely with the team of Heads of School and academics to plan and deliver a responsive timetable within the framework of the existing estate. Regular analysis of teaching space and curriculum data will form part of the role as this data is used to inform curriculum developments and services such as attendance monitoring.

Preparation and Scrutiny of Examination Papers is also a key activity as it forms part of the quality assurance of academic standards in the University and must be delivered on time and in conjunction with the University's External Examiners.

Royal
Agricultural
University
Cirencester

The Role

The post holder will proactively manage and deliver the provision of a full academic timetabling service and provide both technical and operational support for the University's timetabling application to ensure optimisation of the scheduling of formal learning engagements. Specifically, establishment of full curriculum and student allocation rules as they apply to timetable design and delivery.

The post holder will contribute to the schedule of examination paper preparation, production and scrutiny - proof reading papers before sending on for final scrutiny by the External Examiners.

Both roles require significant attention to detail, the ability to work to strict deadlines and to engage the cooperation of colleagues across the University, and externally, to meet these deadlines.

Department: Registry

Responsible to: Registry Student Records & Systems Manager

Location: Cirencester, Stroud Road Campus

Term: Full-time, 35hrs/week, Monday to Friday 9am – 5pm

Salary: Grade 6: £25,941 - £30,942 per annum

Relationship with: Staff, students, external stakeholders.

Key Responsibilities

- To be a senior & main user of the University's timetabling system CELCAT. Having an appropriate technical capability to understand and develop best usage of the software, and to support the use of the web data collection application (WDC)
- According to set deadlines, request, collate and manage all academic timetable requirements from Schools and Departments, ensuring subsequent deadlines are met
- Manage the delivery of the academic timetables, using a combination of automation software and manual adjustment
- To develop and maintain an in-depth understanding of the schools and programmes in support of timetabling and student monitoring activities
- Ensure accurate recording and data entry onto all systems, as required by management to enable timely and full reporting
- Analyse and resolve any issues that arise before, during and after publication of Timetables
- Responsible for ad-hoc room bookings in centrally managed teaching spaces and maintaining an audit trail for all bookings, amendments and cancellations
- Produce quality reports from the timetabling database on teaching loads, utilisation, timetabled bookings and room use, and any other reports reasonably requested by Schools or senior managers within the University

Royal
Agricultural
University
Cirencester

- To be knowledgeable in the understanding of and practical implications of the University's timetabling policy and ensuring compliance with it by all staff.   This includes providing training, professional advice and guidance to all stakeholders including students, academics and programme administrative staff on an ad-hoc one-to-one basis. It will also include providing advice and solutions on post timetable publication change requests, requirement for staff unavailability, and space utilisation
- To be responsible for building strong operational relationships with colleagues in academic departments and across the University, including corporate services, in order to deliver timetabling services and communications
- Support curriculum developments and changes to programme delivery through analysis of space resource and recommendations relating to optimisation of class size
- In conjunction with the Examinations Officer, co-ordinate the collation and production of examination papers. This to include initial requests to Module Leaders, proof reading and final approval by the External Examiners. You will be responsible for the production of the final versions of exam papers in line with the University's house style and examination rubrics.
- You will be responsible for the production of the assessment and examinations timetables, which take place 3 times across the academic year.
- Undertake general registry duties to support the wider team as appropriate at key peaks of activity.

Person Specification

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
High standard of education with at least Maths and English at grade C/4 GCSE or equivalent experience that demonstrates a high level of literacy, numeracy and analytical skills	E	A
A degree in a relevant numerate discipline	D	A
Sound level of competence in Microsoft Word and Excel	E	A,C
Excellent organisational skills, with the ability to work unassisted and use initiative to manage and organise own workload, with capacity to manage multiple demands without losing focus or energy. Management and delivery of complex tasks, with the ability to work accurately, under pressure	E	A,B,C
Evidence of strong analytical skills including the ability to explore and evaluate complex sets of information, with experience of undertaking large-scale data gathering, information retrieval and statistical analysis. You have the ability to draw accurate conclusions and demonstrate a strong aptitude for excellent problem solving	E	A,B,C
Excellent communication skills with the ability to build successful working relationships, develop, and maintain collaborative working partnerships across internal	E	A,B

Royal Agricultural University
Cirencester

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Interview C) Test / Exercise
organisational boundaries. You will lead and collaborate with colleagues to deliver excellent services		
Willingness to reflect regularly on own experiences and performance, and constantly look for opportunities to develop and improve	E	A,B
The ability and desire to take personal responsibility for making things happen and find practical ways to overcome barriers.	E	A,B
Excellent attention to detail and proof reading skills.	E	A,C
Willing and able to work flexibly according to the needs of the department. For example occasional early starts or late finishes are required to complete tasks or for instance to set up examination rooms	E	A,B
An understanding of the role of the Registry team in an organisation	D	A, B
Experience in a Registry related role	D	A
Experience of timetabling and timetabling systems (the University currently uses CELCAT)	D	A, B

Application Procedure

If you are interested in applying for this role, please send:

- A University Professional Services Application Form together with the Equal Opportunities Monitoring Form available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

Closing date: 16 February 2020 with **Interviews on :** 27 February 2020.

Royal
Agricultural
University
Cirencester