

**JOB DESCRIPTION**

**Job Title:** Registry School Timetabling Officer

**Service:** Academic Registry

**Grade:** D

**Campus:** Docklands/Stratford/USS

**Responsible to:** Head of Registry Timetabling Services and Assistant Registrar

**Liaison with:** All university users – academic and administrative staff

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London is underway with its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**JOB PURPOSE:**

The post holder will work within the Timetabling Unit with the primary purpose of producing accurate teaching timetables through liaison with Registry School Service teams. You will support the student experience throughout the student lifecycle and facilitate effective relations between the Schools and Academic Registry. The post requires a high level of attention to detail with strong organisational and communication skills.

**MAIN DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a school-based administrator in the university may be asked to undertake and are expressed in sufficient detail to distinguish the grade of the post.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted when this is necessary.

* Produce teaching timetables as necessary and by agreed deadlines.
* Allocate rooms for ad-hoc meetings, conferences, and events using CELCAT.
* Assist in planning and conducting room utilisation surveys and interrogating results.
* Deal with general enquiries regarding timetables, room allocations, and room bookings.
* Maintain the online timetabling system.
* Produce statistical reports on request for room usage and timetabled events.
* Format and input data into the timetabling system as required.
* Co-ordinate timetabling datasets and monitor data integrity of submissions by schools and question suspected errors.
* Maintain a room utilisation database and undertake room utilisation checks.
* Assist in inputting and amending data for scheduling in the timetabling software.
* Support the coordination of room bookings for induction, enrolment, assessment, and any other events.
* Collect Risk Assessment forms for events when required.
* Support the attendance process.
* To undertake other basic clerical work commensurate to this grade as may be required from time to time.
* To work in accordance with and promote UEL’s Equality and Diversity policies.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Educated to A level standard or equivalent qualification/experience (A/C)

**Desirable criteria;**

* Degree or equivalent qualification/experience (C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Experience using a timetabling system (preferably CELCAT) and basic understanding of web-base room booking systems and databases (A/I)
* Able to demonstrate a good working knowledge of spreadsheets (A/I)

**Desirable criteria;**

* Experience of day-to-day operations in HE/FE administration (A)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Good customer service skills (A)
* Able to analyse complex data and convey the information to other colleagues in a timely and concise manner (A/I)
* Able to adapt to new challenges (A/I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Ability to use initiative and creativity to resolve challenges, identifying practical and suitable solutions (A/I)

**PLANNING AND ORGANISING:**

**Essential criteria;**

* Experience of planning, prioritising, and organising your own work and proactively working with others to achieve team objectives (A/I)

**COMMUNICATION:**

**Essential criteria;**

* Able to communicate at all levels, orally and written, and act with tact and discretion (A)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equality and diversity issues within a diverse and multicultural environment (A)

**Criteria tested by key:**

A = Application form

C = Certification

I = Interview