JOB DESCRIPTION

Job Title:	Manager, Timetabling Unit
School/Department:	Timetabling Unit/ Student Registry
Job Family and Level:	Level 5
Reporting to:	Head of Student Registry
Purpose of role:	To manage and enhance the University timetabling services and processes to support student learning and curriculum delivery. To ensure accurate program structure is deployed in system (Campus Solutions) to enable student module choice process and for collection of teaching information by module. To ensure program specifications, module enrolment, timetabling and room bookings services are of high standard and meet operational & statutory requirements. To continue enhancing system functionality and improve process efficiency and effectiveness in the construction and dissemination of curriculum and University teaching timetable.

Generic roles:

No.	Description
1.	Line manager-level responsibilities within the Unit
2.	Create departmental schedule - plan and prioritize work for the Unit to ensure all deadlines are met in line with the stipulated operations and processes to support student lifecycle
3.	Day to day management of the Timetabling Team - Manage, direct, supervise and monitor the overall performance of the team; Devise criteria for appraisals and staff development
4.	Oversee student enrolment, collection of teaching information/requirements, creation of central teaching timetable and physical resource allocation
5.	Ensure accurate and timely communication and publication of academic calendar, timetable and curriculum information (program and module specification) for students and the University community
6.	Maintain accurate records and files in accordance with all University policies and procedures

Specific roles:

No.	Description	Required Competency
1.	Produce the University Academic calendar, working in close collaboration with UK and China partners on the key dates to ensure alignment and consistency of the core processes across campuses	Organizational Knowledge
2.	Produce and maintain the University timetable framework for each academic year to ensure core data and teaching week patterns fit the University Academic Calendar	Organizational Knowledge
3.	To ensure the timetable policy and procedures, including space norms, timetabling standards and allocation processes is widely understood, adopted and implemented on a university-wide basis	Achievement Focus
4.	Analyze timetabling and room booking data on the University's use of teaching space and address any consequent room utilization and occupancy issues	Managing Resources
5.	Proactively dealing with timetabling conflicts, managing and negotiating space effectively to optimize usage, resolving queries, problem solving and contingency planning, in consultation with Schools' advice on the timetabling impact of any proposed changes.	Negotiating
6.	Coordinate the preparation of new or updated program specifications and ensure core curriculum data is captured/configured within the system functionalities; translate business rules into system specifications	Analytical Thinking
7.	Lead the team in the annual curriculum review & updates exercise to ensure program/module specifications compliant with University Quality Manual, T&L and external legal/statutory requirements (QAA, MQA, other professional accreditation bodies).	Organizational Knowledge
8.	Lead the team in engaging in annual curriculum audit and data quality check exercise to ensure error-free, high-quality data to facilitate internal, upstream (Admission) and downstream processes (e.g., assessment & award calculations) by other Units and Departments	Teamwork and Leadership
9.	Lead the team in regular audit and tracking students' academic progress to ensure fulfilment of credit-hours to graduate and rectify issues proactively	Customer Focus
10.	Manage the set-up and configuration of database server in preparation of timetable generation for new academic year, including database rollover according to documented guidelines (UK)	Organizational Knowledge
11.	Lead the continual system upgrade project in curriculum and module enrolment – assist UK counterparts in defining and coordinating the execution of testing procedures, develop test cases, test and report test results	Achievement Focus
12.	To configure the system (CS) in preparation of Online Course Enrolment which include setting the dates of enrolment and criteria for module selection and enable access for students	Organizational knowledge

13.	To aid in the annual Start of Session Preparation for system to roll to the next academic year, which includes setting the semester dates for classes, stop enrolment for inactive modules and rollover classes for module enrolment and update S+-CS interface configuration	Organizational knowledge
14.	To contribute to the leadership and support of colleagues in Schools responsible for student and program administration	Teamwork and Leadership
15.	Conduct formal briefing & training on Campus Solution system functionalities for school administrators; Provide documentation of all processes and training as needed	Developing Talent
16.	Conduct formal briefing & training on timetabling system requirements and software tool (Web Data Collector) to capture those requirements in the system	Developing Talent
17.	Act in an advisory capacity on all timetabling matters, including producing classroom usage and other statistical reports, updates to Senior Management on issues and progress.	Achievement Focus
18.	Furnish academic workload and student enrolment report to facilitate WLP (Workload Planning) and Academic Work Centre; identify discrepancies and suggest improvement	Analytical Thinking
19.	Serve as committee members in PGT review and the revised Academic Workload Planning project	Achievement Focus
20.	Deputize HOD to attend high-level meetings and discussions in timetabling/ room Booking, curriculum, program enrolment and any other important matters	Teamwork and Leadership

Job Requirements:

Specification	Essential	Desirable
Qualifications/ Education	Degree of equivalent qualification	Master degree in business administration or information technology or equivalent qualification
Knowledge and Skills	Good interpersonal & communication skills – verbal & written; administrative, analytical & problem-solving skills	Good knowledge in curriculum design & timetabling system, e.g., Syllabus Plus
Working Experience	3 or more years' working experience as line manager in education industry	4-6 years' experience working with information technologies and systems analysis
Character Attributes	Good initiative, self-motivated and able to work independently and as a team	Able to deliver high quality work/ customer service under pressure or tight schedule
Others	Good knowledge of Microsoft Office applications, in particular Excel and Microsoft Team	Strong computer, hardware, software, and system analysis skills