Timetabling Project and Data Lead- Academic Registry – Grade G

Job Description

Purpose

The role will play as essential part in the effective planning and delivery of the transformative block curriculum and compressed timetable model at the University.

The postholder will identify, collate, and use data from a range of sources to model information and use this to support the delivery of the aims of the project. The analysis will shape and inform future planning for timetables and space to support the student experience.

The data analysis together with engagement with a broad range of stakeholders will ultimately deliver a successful, student-focused block timetable that effectively utilities staff and estate resources to meet the requirements of the new curriculum.

Duties

1. To identify, collate, and model a wide range of data to inform the successful roll-out and delivery of the Block Curriculum model.
2. Use primary and secondary data to analyse and produce reports to inform the development of block timetables and compressed delivery model, focussed on the student experience, whilst considering the utilisation of estate and staff efficiency.
3. To play a key part in University of the Future, advising on and delivering timetabling project actions and collaborating with stakeholders to inform other project tasks.
4. Understand the diverse and competing priorities involved with curriculum transformation, and be able to manage the expectations of a range of stakeholders.
5. Consult frequently, and work in partnership with those responsible for timetabling in Schools to ensure a complete understanding of individual subject requirements. Work with Timetabling Partners to ensure requirements can be met for both this project, and the current provision.
6. Develop an effective approach to using data, analysis, and modelling to inform the development of block timetables, maximising efficiency of space, staff resource and student experience.
7. Using analytical skills, and data provide executive information on the progress with block timetabling throughout planning and implementation of the model.
8. To demonstrate and provide a consistently high level of service to all stakeholders.
9. Alongside members of the senior timetabling team, develop relationships with Professional Services, including Estates, to influence the future development of the University.
10. Deputise for the Deputy Head of Timetabling in their absence.
11. Colleagues may be required, from time to time and on an ad hoc basis, to work additional hours and/or hours outside of their normal working pattern to meet the

needs of the business. Including, but not limited to support with University Welcome and Open days.

12. Such other duties as may reasonably be associated with the grade and a role of this nature.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of extracting and analysing data to facilitate forecasting and planning (Application/Interview).
- Expertise in utilisation reporting using University data (Application/Interview).
- Experience of modelling using existing and new data to advise planning (Application/Interview).
- Experience of working with and advising senior and professional colleagues (Application/Interview)
- Experience of data management and manipulation (Application/Interview).
- Undergraduate Degree or equivalent relevant experience (Application).
- Excellent planning, prioritisation and analytical skills and a systematic approach to problem solving (Application/Interview).
- Clear communicator with the ability to convey concepts and materials to influence decision making by a number of different formats, including in person and written reports (Application/Interview).
- Excellent interpersonal skills, remaining calm, professional, and courteous under pressure (Application/Interview).
- Ability to deliver on time and often under pressure (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of delivering timetabling services in complex environments including the use of modelling techniques for planning timetable growth or change (Application/Interview).
- Experience of working with a block timetabling model in a Higher Education environment, including working knowledge of Syllabus+ (Application/Interview).
- Experience of integrating timetabling software with other systems, preferably within a HE environment (e.g., student record systems, student attendance monitoring systems) (Application/Interview).
- Experience of space management (Application/Interview).
- Project Management Qualification (Application).

- Confidence in dealing with high pressure negotiations and conflict (Application/Interview).