



Job Description

Job title:	Timetabling Manager
Reports to:	Deputy Academic Registrar (Registry Services)
Responsible for:	Timetabling Coordinators
Service:	Registry Services
Grade:	RU08

Main purpose of the job:

The Timetabling Manager is responsible for leading and managing the University's timetable service, ensuring the accurate and timely production of teaching and examination timetables that meet curriculum requirements, support the student experience and optimise the utilisation of University teaching space.

The postholder will oversee the collection and management of curriculum and programme data, module selection and allocation processes, and the effective operation of specialist timetabling systems. Working collaboratively with academic and professional services colleagues, they will ensure timetabling activities are coordinated with the University's academic calendar and wider student administration processes.

As part of the Registry Services management team, the postholder will contribute to the delivery of Registry Services strategic objectives, provide effective leadership and management of the Timetabling team, and lead the ongoing development and continuous improvement of the timetabling service. This may include supporting the evaluation and implementation of new timetabling systems and technologies.

Main duties and responsibilities:

1. To lead, manage and develop the Timetabling team, providing leadership on key strategic challenges and support for team members, including workload planning, performance management, staff development and service resilience.
2. To develop and maintain an in-depth understanding of specialist student systems, e.g. Syllabus Plus and Allocator, and their integration and interdependencies with other corporate systems including the Student Record System.
3. To lead and oversee the construction, publication and maintenance of accurate and timely teaching and examination timetables, providing specialist technical input where required, optimising space utilisation to meet curriculum requirements and deliver a positive student experience.
4. To proactively identify and implement solutions to complex timetabling challenges, competing priorities and changing operational requirements.
5. To oversee the development, analysis and reporting of management information to inform operational planning, space utilisation and service improvements.
6. To coordinate the timely collection and validation of curriculum, programme and teaching requirements, and provide specialist advice and guidance to academic and administrative colleagues on module requirements, teaching patterns, Student Allocator and resource management.

7. To develop and deliver training on student systems in appropriate formats for a range of users.
8. To co-ordinate the business processes for module registration and timetabling and understand the interdependencies between processes to ensure data quality and accurate student module allocations.
9. To oversee ad hoc bookings and work collaboratively with the conferencing team and other relevant colleagues to ensure sharing of information in relation to space utilisation.
10. To liaise with stakeholders at all levels including senior management of the University, providing specialist advice, negotiating solutions to competing requirements and handling sensitive or confidential information professionally.
11. To lead the continuous review and improvement of timetabling processes, systems and working practices to ensure the service remains efficient, effective and responsive to changing University requirements.
12. To contribute to the evaluation, procurement, development, testing and implementation of new or enhanced timetabling systems, including identifying operational requirements and working collaboratively with IT, suppliers and relevant stakeholders.
13. To contribute to wider University activities, including Open Days and Graduation Ceremonies, and provide operational and management support for wider Registry Services activities, including peak student enrolment periods as required.
14. To undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably required by the Head of Service.

Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

Requirements	E/D	Criteria
Education and Qualifications	Essential	Degree or relevant professional experience
Knowledge and skills	Essential	- Knowledge of timetabling, scheduling and resource allocation processes within a complex organisation. - Understanding of complex operational planning cycles and their impact on scheduling, resource allocation and service delivery. - Ability to analyse complex scheduling and operational data to identify issues and recommend improvements.
	Desirable	- Knowledge or experience of using Syllabus Plus or comparable specialist timetabling software. - Knowledge of Allocator or comparable module selection and allocation systems. - Knowledge of the higher education academic cycle, including curriculum planning, module registration and teaching delivery.
Work experience	Essential	- Experience of managing or coordinating complex timetabling, scheduling or resource planning activities, including meeting operational deadlines. - Experience of leading or supervising a team, including allocating work, managing performance and supporting staff development.

		• Experience of reviewing and improving operational processes or systems, with examples of changes implemented. • Experience of working with academic or senior operational stakeholders to resolve competing requirements and deliver agreed outcomes. • Experience of producing or analysing management information to support operational planning and decision-making.
	Desirable	• Aware of current developments in the higher education sector which are relevant to timetabling and programme data management. • Experience of supporting the development, implementation or enhancement of complex timetabling or scheduling systems. • Experience of working within the HE sector.
Managerial Skills	Essential	• Ability to plan and prioritise competing operational demands, allocate resources effectively and ensure delivery against critical deadlines. • Ability to exercise sound judgement, manage complex operational issues and make decisions within agreed policies and procedures.
Communication skills	Essential	• Experience of communicating complex technical or operational information to different stakeholder groups. • Experience of developing and delivering training, guidance or support on systems or operational processes.
Other requirements	Essential	• Willingness to work flexibly to meet operational requirements, including full-time campus attendance during peak enrolment periods.

Additional Information

- The appointment is offered on a permanent and Full-time basis immediately, subject to references
- The appointment is usually made at the bottom of the range. Where a candidate's current total remuneration already exceeds the bottom point, consideration will be given to the level of skills, experience and profile that the candidate is bringing to the role. The total remuneration of other staff doing the same or similar work within the department who have similar skills, experience and profile should also be taken into account.
- The University operates service-led hybrid working arrangements which may allow for 3 days in the office and 2 days working from home although peak times might require flexibility and any hybrid arrangement will be determined by the service and in agreement with the line manager.
- Due to the operational nature of this role, it requires the role holder to be on campus every day during enrolment periods.
- This appointment will not require a DBS check
- The annual leave entitlement is 30 days p.a., additionally there are 3 – 4 days for the University's operational efficiency initiatives at Christmas
- Your normal hours of work will be between 35-40 hours per week, plus a lunch break of one hour each day, with a full professional commitment expected entailing working flexibly beyond core hours if required
- The University of Roehampton is committed to [Equality, Diversity and Inclusion](#)
- Set in a beautiful 54-acre parkland campus, the University has an attractive range of benefits and you can find out more about them [here](#).
- In addition, Professional Services/Support staff on grades up to RU7, may access the Local Government Pension Scheme; and on grades RU7 and above may access The University's Defined Contribution Retirement Savings Group Personal Pension Plan, provided by Royal London.