

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Scheduler

## **College/Department**

The Registry

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0013-25

## **Salary**

£27,280 to £29,634 per annum (for exceptional performers, there is scope for further progression up to £34,090 per annum)

## **Reports To**

Scheduling and Space Officer

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

This role will provide a focus for the Timetabling unit, assuming responsibility for the provision of an efficient, student and staff centred timetable. The role will also include responsibility for the booking of rooms to support non-academic requirements. Ensuring that effective processes are in place to provide an excellent experience for students and stakeholders. Liaising across the College and Registry, the post holder will act as a contact point for designated areas and will work with the programme team and/or timetable co-ordinator to deliver an excellent service.

The post holder will be responsible for ensuring data quality within a right first time ethos for all data within a designated business area, supported by an awareness and understanding of the data processed, particularly data classed as personal or sensitive.

## **Principal Accountabilities**

1. To be responsible for ensuring that the data within the timetabling system is accurate and up to date at all times by working in continuous collaboration with the Colleges and professional services. This will include continuous audit to ensure accuracy of the timetables and to resolve any omissions or errors on timetabling information with the relevant stakeholders.
2. To take a lead on the timetable production process for designated areas, coordinating with academic colleagues to ensure the creation of a timetable that promotes the student experience and optimises space utilisation. The delivered timetable will include classroom based delivery, exams and induction schedules.
3. To advise academic staff formulating proposals for new and revised curriculum delivery, ensuring conformity with university norms, practices and policy, and identifying and resolving issues necessary to course scheduling.
4. Provide advice on successful course scheduling and delivery patterns, and feedback on academic timetabling to influence future changes to programmes, maintaining a close relationship within the Registry and Colleges. Providing operational advice on the timetabling process and policy, resolving complex enquiries.
5. Responsible for all room booking requests, ensuring that all room booking queries are dealt with professionally.
6. Responsible for performing the class scheduling process within PeopleSoft, ensuring that the data reflects the timetable provision.
7. Responsible for the provision of personalised timetables for all students within allocated areas, ensuring that the student experience is optimised, and that all personalised timetables are available within the stipulated timeframe.
8. To maintain a detailed knowledge and understanding of the academic process and University systems, and their alignment with timetabling.
9. May be asked to provide line Management and associated support for other members of the team.
10. Plan, organise and prioritise own workload and provide cover for other members of the team. Using initiative to deal appropriately with changing priorities and situations.
11. Registry staff may be expected, from time to time, to work in other areas of the Registry, including other sites.
12. Support the wider work of the Registry across a range of programmes from Further Education (FE), undergraduate (UG) and postgraduate (PG), providing an excellent student experience and assisting in key University operational activities e.g. enrolment, awards ceremonies, acting as a focus for the central timetabling team for the purpose of delivering personalised timetables to all staff and students, whilst ensuring the best use of all University space and enhancing the student experience.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Educated to HND level standard or equivalent demonstrable work-based experience

#### **Experience**

* Confidence and successful experience in using software applications, particularly involving the manipulation of complex information
* Experience of delivering a good customer service to stakeholders and providing advice and guidance to others
* Experience of understanding and applying data protection requirements

#### **Skills, knowledge & abilities**

* Excellent interpersonal skills with the ability to demonstrate tact and diplomacy in dealing with a wide range of contacts both internal and external to the University
* Data handling skills, with the ability to collate, verify, analyse, and report on complex data
* Creating innovative solutions to problems, addressing the root cause
* Working collaboratively across boundaries to achieve common goals
* Ability to take a professional approach and work on own initiative
* Ability to manage own time / priorities the work of others in the team effectively as required
* Ability to adapt and be flexible
* Ability to understand and apply regulations/rules e.g. GDPR
* Confident to demonstrate digital competency across a range of technologies, including but not limited to Microsoft Office
* Excellent organisational skills
* A methodical, creative and accurate approach to the handling and collation of data
* Is a positive role model to the team
* Is able to take responsibility and proactively provides solutions to resolve matters taking on a sense of ownership
* Doesn’t take things at face value; is confident to question and investigate beyond first impressions to make informed decisions on actions
* Thinks outside of the box and looks for more efficient ways of doing things for themselves and others in an engaging and effective way
* Is able to see and consider the bigger picture; asking searching questions to resolve issues in a timely manner, focusing on the customer and business needs at all times

#### **Business Requirements**

* Willingness and flexibility to travel and work between University sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* Educated to degree level standard
* IT qualifications e.g. word processing, spreadsheets, web development etc.
* Customer Service Qualifications

#### **Experience**

* Experience of computerised timetable systems
* Experience of complex timetabling/scheduling activities within education
* Experience of working in the Higher Education sector

#### **Skills, knowledge & abilities**

* Knowledge of timetabling or scheduling software
* Ability to assimilate written and verbal information
* Ability to work in a fast paced environment

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).