

JOB DESCRIPTION
Timetable and Room Booking Manager
Vacancy Ref: A2481

Job Title: Timetable and Room Booking Manager	Present Grade: 7
Department/College: Student Registry, Student Based Services Division (SBS)	
Directly responsible to: Head of Timetable Planning	
Supervisory responsibility for: Timetable and Room Booking Assistant x 2	
Other contacts Internal: The nature of the role requires significant contact across the university particularly professional service staff and academic staff within Faculties and Academic Departments, including senior University staff. There will also be liaison with other professional service areas both within SBS and across other areas, particularly the Facilities division and Information Systems Services (ISS). There will be liaison with students and their representatives, particularly in booking space for extra-curricular activities (clubs and societies). External: Software suppliers, External Facilitators and professional networks across the sector in line with the dimensions of the role	
Role Purpose: The purpose of this role is to build and deliver the University's academic timetable in a timely way and in accordance with the timetable policy. The timetable, within the known constraints, should support the best possible environment for students studying on their programme and for academic staff in their teaching and research activities. The design and build of the timetable should seek to utilize University facilities and other resources optimally. The quality of the timetable will be measured against agreed key performance indicators. The role-holder will be responsible for operating the University's room booking service ensuring high levels of customer service and that the room stock is appropriately managed for suitable bookings. The role-holder will be expected to gain the trust of colleagues across the wider university community involved in formulating and managing the academic timetable. Line management responsibility for the two timetable and room booking assistants.	

Main Duties:

1. Responsible for the production of the University Teaching Timetable:
 - a) Develop and implement the University's annual timetable build and delivery plan to ensure timely publication of staff and student timetables;
 - b) Facilitating communications and appropriate documentation to Faculties and Academic Departments for the gathering of information to enable the production of the teaching timetable;
 - c) Process departmental requirements for timetabling in terms of the curriculum requirements, staff allocations and room requests, and, where necessary, approve and distribute for timetable processing;
 - d) Develop partnership working with faculties and departments implementing appropriate changes to processes as are decided from time to time, ensuring that, where responsibilities lie, appropriate training and advice and guidance is provided;
 - e) Liaise with the Head of Timetable Planning to use timetable scenario modelling to ensure future timetables accommodate changes in curriculum, student numbers and space plans from year to year
 - f) Liaise with Faculties and Academic departments regarding timetable requirements, assessing priorities and, where necessary, in consultation with the Head of Timetable Planning and the Head of Registry, arbitrate on competing demands within the timetable;
 - g) Undertake quality assurance checking against agreed institutional quality measures for the timetable;
 - h) Authorise the release of the final academic timetable ensuring timely and accurate publication to all stakeholders
2. In collaboration with Facilities, find solutions for emergency situations relating to incidents causing the decommissioning of space, for example flood or facilities failure.
3. Develop and improve the capabilities of the timetable IT provision and bring forward any areas for continuous improvement initiatives
4. Oversee the operation of the room booking process including:
 - a) Making decisions on priorities for room-bookings outside the academic timetable;
 - b) Decide which rooms can be booked by students as well as staff and acting as an arbitrator on disputes and priority of bookings
 - c) Provide guidance on the appropriateness of booking particular events on campus and where applicable how the event is managed relating to the use of space.
 - d) Liaise with the Students' Union on space requirements for clubs and societies.
5. Undertake continued professional development, as appropriate.
6. Adopt and demonstrate University values and behaviours.
7. Manage a team of staff to high standards of performance, motivation and quality of service.