PERSON SPECIFICATION
Timetable Manager
Vacancy Ref: A2481

Criteria	Essential / Desirable	*Application Form/ Supporting Statement / Interview
Educated to degree level or equivalent qualification or work experience in a relevant area	Essential	Application Form
Experience of working in an educational setting	Essential	Application Form
Understanding and appreciation of student expectations and customer service ethos for both students and academic staff	Essential	Supporting statement/interview
Experience of building and delivering academic timetables to staff and students	Essential	Supporting Statement / Interview
Experience of using Scientia Syllabus Plus	Desirable	Supporting Statement / Interview
Strong digital and IT skills with experience of using large complex IT systems	Essential	Supporting Statement / Interview
Evidence of building relationships and working collaboratively and flexibly with staff at all levels of the organisation	Essential	Supporting Statement / Interview
Experience of implementing digital and innovative solutions	Desirable	Supporting Statement / Interview
Experience of designing and running complex data models and building scenario plans	Desirable	Supporting Statement / Interview
Ability to work flexibly, managing competing demands, conflicting deadlines and adapt to changing priorities and timescales	Essential	Supporting Statement / Interview
Demonstrable management skills with experience of motivating others and achieving the best results	Essential	Supporting Statement / Interview
Demonstrates cultural awareness and espouses University values and behaviours	Essential	Supporting Statement / Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be "scored" as part of the shortlisting process.
- **Supporting Statement** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be "scored" as part of the shortlisting process.
- **Interview** – assessed during the interview process by competency based interview questions, tests and/or presentation.