

## Candidate Brief

# Timetable and Planning Support Assistant

**Reference:** R180134

**Salary:** £22,659 to £24,771 [Grade 6] pro rata

**Contract Type:** Continuing

**Basis:** Part-time (0.6 FTE)

**Closing Date:** 23:59 hours BST on  
Sunday 7 October 2018

**Interview Date:** To be confirmed

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DIFFERENT  
DISTINCTIVE  
ASTON



## **Job description**

### **Job Purpose:**

This post will support the Timetable Lead in the maintenance of the academic timetable and related-activities that support the function of the Programme Office.

### **Main Duties/Responsibilities:**

- ▶ Supporting duties and tasks as delegated by the Timetable and Planning Lead – examples include:
  - Checking student and staff timetables prior to publication
  - Working with the Student Support Team to allocate students to seminar groups
  - Arranging meetings with Academic Departments for planning purposes
  - Preparation of paperwork as required for planning or timetabling purposes
  - Liaison with central University support teams to ensure appropriate room layouts
  - Gathering and collation of requests for software/IT in booked teaching rooms
- ▶ Responding to enquiries as appropriate received by email, telephone and in person in the absence of the Timetable and Planning Lead
- ▶ Sourcing and booking or cancelling teaching accommodation as required and using Celcat to record this information
- ▶ Ensuring the dissemination of information to students concerning teaching room bookings/cancellations or teaching re-schedules
- ▶ Entry of data into Celcat, SITS and the University Dashboard and resolution of queries related to these activities
- ▶ Provision of data to both central teaching facilities and ABS concerning room capacities and usage with particular focus on the monitoring and reporting of rooms not used
- ▶ Booking of non teaching rooms e.g. responsible for booking of appropriate accommodation for examination boards and committee meetings
- ▶ Other appropriate duties as specified by the Senior Programme Lead(s) or the Associate Dean(s)

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Educated to A Level or equivalent GCSE Grade C or above in Maths and English	Application form
<b>Experience</b>	Experience of working a similar, fast-paced, customer focused environment.	Application form and interview
<b>Aptitude and skills</b>	Excellent written and verbal communication skills.  Organise and prioritise workload with minimal supervision.  Ability to work independently and as part of a team.  Ability to produce work to an extremely high level of accuracy within deadlines.  Excellent negotiation and persuasion skills and the ability to build and maintain effective relationships.  Excellent IT skills.	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	IT qualification (GCSE, ECDL etc) Knowledge of Celcat Timetabling Software Knowledge of SITS student records system Familiarity with Blackboard VLE Proficiency in Excel and use of spreadsheets	Application form
<b>Experience</b>	Experience of working in an administrative role in the HE sector	Application form and interview

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Ms Nicola Jones  
Job Title: Planning & Timetable Lead  
Tel: +44 (0)121 204 3015  
Email: [n.s.l.jones@aston.ac.uk](mailto:n.s.l.jones@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.



The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)

