



## **JOB DESCRIPTION**

Job Title :	Timetabling and Curriculum Planning Officer
Department:	MIS
Grade:	Scale 4
Directly Responsible to:	Planning and Administration Manager

### **Purpose of Job:**

Facilitate the effective administration of timetabling, registers and curriculum planning across the college providing an effective interface between curriculum areas and MIS.

Provide guidance to curriculum areas on the efficient use of resources, including rooms and the efficiency of their curriculum planning.

### **Main responsibilities and duties:**

#### **Timetabling/Register**

- Develop and maintain the college computerised timetabling and register system
- Proactively work with curriculum managers to ensure that timetables are processed and accurately recorded on the system.
- Maintain a record of authorisation for timetable amendments
- Liaise with curriculum managers on the availability and efficient use of rooms
- Assist in the efficient and effective integration of other demands on rooming.
- Optimise the use of resources in the timetabling process ensuring full compliance with relevant policies, procedures and standards
- Prepare and manage room audits and register audits.
- Assist in the specification and provision of scheduled and ad-hoc reports on course timetabling, staff resources and room utilisation
- Provide training and advise on technical issues around registers and timetables
- Work with curriculum managers on issues affecting utilisation reporting, ie class sizes, room utilisation and staff utilisation
- Escalate timetabling and register issues where required to the Planning & Administration Manager

#### **Curriculum Planning**

- Develop and maintain the college Curriculum Planning system
- Process curriculum data through the curriculum planning process following validation processes
- Assist in the provision of regular and ad-hoc reports on Curriculum Planning

- Develop and maintain a good working knowledge of the funding body rules including EFA, SFA, ESF and HEFCE and the impact of changes on qualification funding.
- Facilitate the annual curriculum planning process and ensure reports are fit for purpose
- Escalate curriculum planning issues where required to the Planning & Administration Manager
- Provide training for staff on the curriculum planning system and process

### **Enrolments**

- Participate in the enrolment process, including evening and weekend sessions as required, to involve enrolling students, assessing of fees, input of fees and charges on the student records system and receipting of payments.
- The collection and recording of fees from students during enrolment
- Attend internal training regarding enrolment and funding changes
- To undertake work in relation to learner records as required

### **General**

- Prepare and maintain files of all primary documents as required for audit purposes
- Undertake the training and mentoring of new staff
- Proactively liaise with staff and respond in an efficient and professional manner to all issues relating to a wide range of timetabling/register issues and curriculum planning
- Assist with the resolution of day-to-day queries from academic and support staff
- Work with spreadsheets, databases and other data sources as required
- Comply at all times with College Policies and Procedures including Health and Safety and Data Protection, Equality and Diversity and Safeguarding.
- Attend training and other courses as part of on-going staff development and product familiarisation
- Deputise for the Planning and Admin Manager as required
- Any other duties as he/she may from time to time be instructed to carry out providing that such duties are commensurate with their grading
- Attend training and other courses as part of on-going staff development and product familiarisation
- Any other duties as he/she may from time to time be instructed to carry out providing that such duties are commensurate with their grading.
- Engage in continuous professional development / undertake appropriate training and staff development as requested by SMT.
- Be able to commute effectively between College sites.
- Promote and market the College positively and professionally at all times through formal and informal locations.
- The post holder will be expected to work flexibly and efficiently to maintain the highest professional standards and to promote and implement the policies of the Corporation
- Comply with all College's Personnel Policies and Procedures.
- Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment
- To ensure commitment to customer care at all times

### **Place of Work**

The Corporation's premises at the Deane Road Campus will be classed as your work base. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations. As part of their duties, the post holder may be required to travel either within the United Kingdom or outside of it. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating their professional skills and the supervision of students on visits and work placements.

### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities and as agreed with the line manager. Your pattern of work will need to be flexible and will therefore vary from time to time. The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu will be given during the normal working week.

**Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

**Confidentiality**

- The post holder will liaise with members of staff, outside bodies and members of the Corporation, and as a result will have access to confidential information. The post holder is expected to maintain the highest level of confidentiality at all times, and must never disclose, without authority, information gained in the course of their duties.