

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: Timetabling Services Manager

Grade: 8

Department: Buildings & Estates

Responsible to: Director of Buildings & Estates

Background:

The Royal College of Art is the world's most influential institution of university status devoted to the study of art, design, humanities and communication and has an international reputation for excellence in teaching, practice and research. Programmes of study are taught by internationally renowned artists, practitioners and theorists, and students have a unique opportunity to study art in a design environment, and design in an art environment. The RCA has some 2,100 students and around 400 staff, both full and part time. Its concentrated, customised forms of teaching and learning – and dedicated technical facilities and research centres – contribute to an exceptional creative and intellectual environment.

The College has an august history in art and design education, numerous eminent graduates and a remarkable record of graduate employment. The Higher Education Funding Council for England (HEFCE) recognises the small, specialist institution status of the College through its 'exceptional funding' stream; its excellence in teaching and research has been acknowledged in government reviews and in the most recent REF2014 exercise in which it was the highest ranking UK specialist art and design institution in terms of 4* research confirming the College's position as the UK's pre-eminent university of art and design.

The RCA operates on campuses in Kensington, Battersea and White City, with a total estate of 36,000 square metres consisting of both purpose built and converted buildings. These include the Grade 2 listed Darwin Building (1961) in Kensington, the Sackler (2007) and Dyson (2012) Buildings in Battersea and a new campus at White

City due to open to students in September 2017. Technical facilities provided on the estate include provision for making ceramics and glass, sculpture, jewellery, metalwork and textiles, as well as for rapid prototyping and moving image.

As the College expands, there is a growing need to optimise the way that the College uses its resources, so it can be more efficient and productive. Timetabling Services are relatively new to the College and we have recently procured Celcat as our chosen software solution which is now fully operational with timetables approved for Academic Year 2017 / 2018.

Purpose of Role:

Manage timetabling services for the College, to improve space utilisation and occupancy by introducing shared resources while improving the student, staff and visitor experience.

Key Responsibilities:

- Responsible for delivery of academic timetables for all programmes at the College in line with the Estates Strategy, using CELCAT timetabling system.
- To lead on further phases of Timetabling Services development – devise a rolling programme of additions and improvements, review current arrangements, lead working groups managing and responding to feedback and further embed Timetabling Services as an integral part of the College's Estates service
- Liaise with School General Managers, Registry, Technical Services, Student Support, and other timetabling stakeholders in production of academic timetable.
- Develop a five year strategy for Timetabling Services (in line with the Estates and College Strategy) to support the College's growth which is expected to increase by a further third by 2021.
- Produce timetabling and resource allocation policies and procedures to support the implementation of a timetabling system.
- Develop and document an excellent understanding of the academic programmes and learning and teaching requirements for schools and of the activity requirements for College events and services.
- Work with academic staff, and other key stakeholders, and oversee project implementation work across a number of College services teams to develop and introduce timetabling processes, ensuring that colleagues are fully engaged with timetabling requirements to the correct standard.

- Develop good working relationships with the Students' Union and other student representatives to ensure they are aware of the timetabling process and have input to the developing timetable system.
- Ensure that the timetabling system is working effectively, embedded within the academic community and enhancing the student experience by providing timely and accurate timetable information to all staff and students.
- Work with the Buildings & Estates team, producing data on the occupancy, utilisation and quality of shared spaces, working to improve and make best use space across the campuses and to minimise over-booking and non-usage within centrally managed spaces.
- Assist Estates Senior Management with forecasting and scenario planning for growth, ensuring that teaching space and required capacities are fully considered.
- Co-ordinate with external bookings and events to ensure that their spatial needs are met as far as possible.
- Ensure that the timetabling system ensures business continuity when problems arise with venues, staff availability and other constraints.
- Provide regular management information, statistics, trend indicators and reports on the effectiveness of the timetable system and the use of shared spaces, including data for surveys and statutory returns to external agencies.
- Provide training, user instructions and all necessary support and advice on the use of the timetabling system. Ensure data accuracy and integrity on the timetabling system.
- Line management of agency support provided at peak periods.
- Resolve room allocation and scheduling conflicts and queries with a high degree of diplomacy. Mediating, and assisting, in the resolution of timetable clashes.
- Represent RCA in wider timetabling users' community forums in the development of timetabling software, by attending national strategic user groups and conferences.

Person Specification:

Essential

- Previous experience of the Celcat or similar timetabling software solution
- Experience of project management
- Excellent IT skills
- Ability to interpret and present trends and analysis from logistical data
- Highly numerate with excellent accuracy, attention to detail and problem solving skills
- Excellent communication skills including the ability to listen effectively, negotiate, and build consensus and stakeholder buy-in
- Ability to work well with others and on own initiative
- Ability to plan and organise own workload effectively and get things done
- An understanding of the HE sector

Desirable

- Experience of timetabling in an HE environment
- Expert knowledge of timetabling software
- Understanding of HE and curriculum, resources and constraint issues

Additional Information

- Salary: £40,290 - £43,796 per annum inclusive of London Allowance
- Normal hours will total 35 hours per week, Monday to Friday, 9.30am and 5.30pm with an hour each day for lunch.
- 25 days annual leave plus extended breaks at Christmas and Easter.
- Contributory defined benefit pension scheme and a season ticket loan are available.

September 2017

PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

Holiday

5 weeks' (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.