

JOB DESCRIPTION

Job Title: Timetabling Data Analyst

Grade: Grade 3

Responsible to: Head of Timetabling

Job Purpose:

The Timetabling Data Analyst will work closely with colleagues from the University of Falmouth, the University of Exeter (Cornwall) and FX Plus, to deliver a first-class timetabling service to staff and students.

The role will also play a key part working with the Head of Timetabling and Head of Estate Development, towards fulfilling the digital Estates strategy to have full transparency of timetabling data and the timetable build process accessible through a digital interface and managed through a live data environment.

The Timetabling Data Analyst will manage the analysis of all Timetabling data to support the Timetabling process and inform wider Estates, FX Plus and University projects. The role will also lead on any system configuration changes, managing upgrades and the system test environment; ensuring correct data practices are rigorously upheld by the Timetabling team at all times.

Main Duties and Responsibilities:

The role will be split 50% Data Analysis / 50% Timetabling.

Data Analysis Duties:

Lead on the development of data management and validation of timetabling data for both Universities.

Responsible for conducting full timetabling cycle analysis to include requirements, activities and design. Developing analysis and reporting capabilities to monitor performance and quality control plans to identify improvements.

Interpret timetable and other related data, analyse results using statistical techniques and provide ongoing Business Intelligence reporting, ideally using a Microsoft Power BI dashboard or management report format.

Develop and implement data collection systems, data analytics and other strategies that optimise efficiency and quality, including identifying and interpreting trends or patterns in complex data sets.

Write summary reports and deliver presentations to convey information in simple and

straightforward terms and to persuade, influence and negotiate with staff at all levels of seniority around any proposed changes.

Filter and "clean" data by reviewing computer reports, exports and performance indicators to locate and correct data entry issues.

Work with Head of Timetabling and Head of Estate Development to prioritise organisational and information needs, locate and define new process improvement opportunities.

Create and maintain all training materials and reference material for the Timetabling team, including the System Data Map, Timetabling Process Maps and Timetabling Procedure Guidelines.

Timetabling Duties:

To act as Timetabling Business Partner for assigned courses and departments from Falmouth University and the University of Exeter, Cornwall.

To work closely with Heads of Subject, Course Leaders and Module Leaders to create and schedule academic timetables for assigned courses and departments.

Input and manipulate detailed data in the scheduling software whilst working with academics and technical teams to ensure an accurate delivery. Liaising with admissions and registry teams for accurate module information, student numbers and producing individual student timetables where requested.

Make best use of available teaching space and ensure teaching is scheduled into appropriate spaces, ensuring effective utilisation of all centrally bookable areas.

General Duties:

Deliver a level of customer service which meets and exceeds the expected standards. Ensure all people are dealt with efficiently and with appropriate regard to their needs.

Undertake reasonable duties which contribute to the success of the directorate and FX Plus as a whole.

Agree personal and team objectives and work to achieve them, developing both individually and collectively.

Actively participate in required organisational processes, courses and activities, constantly maintaining the required conduct.

Support and contribute to keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards. Specific attention should be given to Health and Safety, Equality, Diversity and Safeguarding.

PERSON SPECIFICATION**Post Title: Timetabling Data Analyst**

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Degree in a relevant subject area or equivalent professional qualification or experience	
Experience / Knowledge	<p>Strong analytical skills with the ability to organise, analyse, and disseminate significant amounts of information with high attention to detail and accuracy</p> <p>Be able to comprehend, interpret, process and perform analysis with large volumes of complex data</p> <p>Ability to identify, analyse, and interpret trends or patterns in complex data sets</p> <p>Good written and verbal communication skills with the ability to convey information in simple and straightforward terms and persuade, influence and negotiate with staff at all levels of seniority</p> <p>Good understanding of research methods and data analysis techniques</p> <p>Previous experience exporting data from a relational database timetabling system</p> <p>Previous experience in a timetabling role in a complex Higher Education environment or similar</p> <p>Proven computer literacy in Office 365 including advanced skills in Microsoft Excel</p> <p>Preparation of effective management reports</p>	<p>Previous experience using Semestry Term Time</p> <p>Experience using Power BI for data analysis and reporting</p> <p>Experience with reporting packages (i.e. SSRS) and SQL databases</p>
Skills / Personal Requirements	<p>Excellent interpersonal and customer service skills, with the ability to build strong relationships with key stakeholders</p> <p>Evidence of a solutions-based approach, with the ability to identify issues and to work with others to put in place effective, long term remedies</p> <p>Evidence of flexibility, the ability to manage competing priorities and deliver outputs in line with both agreed objectives and timescales</p> <p>Ability to handle complex issues</p>	

	<p>Team worker with the ability to interact with external agencies and contractors</p> <p>Motivated in an atmosphere of continuous improvement</p> <p>Capacity to work under pressure</p> <p>Self-disciplined and ability to work to tight deadlines</p> <p>Capacity for strategic and logical thinking</p> <p>Highly self-motivated and conscientious; and proactive in seeking out and addressing gaps in provision</p>	
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