

Job Description and Person Specification for: Timetable & Attendance Manager

Department:

Academic Registry

Reports to:

Deputy Academic Registrar

Salary (Band/Annual/Pro rata):

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Responsible for:

Timetabling team staff

Job Purpose/Summary:

The Timetabling and Attendance Manager is responsible for the operational leadership of the university's timetabling and attendance data function. Following the university's growth, this role has evolved to include operational oversight, team leadership, and management of core system integrations (including between Technology One, Quercus and Presto).

The post holder ensures the production of high-quality, accurate timetables and acts as the primary lead for timetabling systems development and evolution. As part of the timetabling function, the post holder will work in concert with planning teams to support estate development work, and scoping of changes to learning and teachings spaces.

Furthermore, the role leads on attendance data monitoring and reporting, providing insights that support broader university functions and management decision-making.

The post holder also leads the room bookings service at the University, ensuring both students and staff receive an excellent booking service, across sites and buildings.

Key Responsibilities
Operational Duties

- **Proactive Leadership:** Takes proactive ownership of the timetabling function, providing clear direction, ongoing mentorship, and oversight of workload.
- **System Ownership:** Act as the primary point of contact for the timetabling, attendance and room booking IT systems including with liaison with external software providers. Manage the system developments associated with these systems, support queries, and drive the scoping of new features and enhancements.
- **Planning:** Plan and track annual timetable build cycles, ensuring curriculum, staffing and student data is secured and project timelines are met.
- **Planning:** Proactively support the scoping the viability assessments of new courses by assessing timetable feasibility and space availability across both campuses, providing broader operational oversight in response to institutional growth.
- Provide regular space utilisation reports to aid wider space planning activity.

Liaison & Collaboration

- **Project Leadership:** Lead the team's contribution to cross-university projects with a focus on student experience at the core.
- **Communication:** Oversee and adapt processes for cross-university data collection, ensuring that clear schedules, communication and requirements are issued regarding timetable delivery.

- **Stakeholder Engagement:** Maintain engagement with the external solution provider account managers and build strong relationships with academic and professional services teams to identify and deliver improvements to the student and staff experience.

Compliance & Data

- **Lead Attendance Monitoring Reporting:** Lead the development and delivery of a suite of attendance data reports to inform institutional decision-making and support other university functions.
- **Data:** Collate and maintain attendance data records. liaise with academics, course leaders and other stakeholders to ensure accuracy of data. Work with the UKVI team to ensure all compliance considerations are met with regards to attendance.
- **Systems:** Ensure that systems are in place to feed data from the published timetable into attendance monitoring tools, and work with Registry colleagues to ensure data is monitored effectively.
- **Data Integrity:** Maintain accurate timetable data entry to ensure excellent student experience, institutional compliance and reliability of reporting.
- Ensure continuous improvement to data quality processes. Pro-actively identifying and resolving any data related issues.

Team Working

- Taking a proactive role in working with colleagues to achieve and deliver good timetabling and room booking services.
- Establish a productive and supportive relationship with colleagues within the team and across the university community.
- Be an effective, reliable, and flexible team member and actively engage in relevant meetings, workshops, training events as well as external networking opportunities.

Additional Duties

- Demonstrate support for the University's commitment to equal opportunities and its Equality, Diversity, Inclusion and Belonging Policy.
- Demonstrate support for the University's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.
- Undertake other activities identified from time to time commensurate with the level of the post.
- Work in line with HSU values.

<u>Requirement:</u>	<u>Essential:</u>	<u>Desirable:</u>
Education, Training and Qualifications	• Degree or equivalent experience.	• Professional project management qualification.
Skills and Knowledge	• Advanced timetabling in a HE environment. • Knowledge of timetabling or attendance software systems.	• Detailed knowledge of Technology One or similar SaaS systems

	• Knowledge of complex data analysis techniques and IT system integration; • Excellent communication and problem-solving skills	• Experience of managing attendance monitoring reporting software.
Experience	• Experience in Higher Education timetabling; line management experience; experience leading system-related projects.	• Experience in change management and process evolution
Personal Attributes	• Proactive, professional, and adaptable to change	
Abilities	• Ability to manage high-volume, complex workloads; ability to translate technical requirements into operational plans.	

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**NB:** *The purpose of the job description is to indicate the general level of responsibility of the position. The duties may vary from time to time without changing their general character or level of responsibility.*

Health Sciences University is committed to equality of opportunity and welcomes applications from everyone regardless of ethnicity, gender, age, faith or sexual orientation.

**August 2026**