TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

POSITION DESCRIPTION

Position: Timetabling Specialist

Employment type: Part-time (0.4), 6-month fixed term contract

Department: Student Journey, Pathways School

Reporting to: Associate Dean, Student Journey

Remuneration: $113,000 (full time equivalent) plus 17.5% leave loading plus 12% superannuation

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**Date:** June 2025

POSITION SUMMARY

The primary purpose of the Timetabling Specialist is to find a suitable alternative solution to the Pathways School's current timetabling software. In addition, the role will help document current timetabling procedures and work on discrete timetabling tasks to help cover for the absence of the Manager, Timetabling and Academic Dates and the timetabling workload in peak periods. The role is intended to contribute to the continuous improvement of the timetabling function and ensure it is delivered efficiently and effectively to support students' experience. The role will work in collaboration colleagues, particularly the Manager, Timetabling and Academic Dates, the Associate Dean, Student Journey and staff of IT Services. The role operates according to the College and Pathways School's policies and procedures.

Reporting to the Associate Dean, Student Journey, the role requires technical background, service ethos, professional manner and strong team-work skills.

SELECTION CRITERIA

Essential:
1. Technical expertise relevant to the role.
2. Advanced computer skills using programs, databases and software relevant to the role along with the ability to learn new systems.
3. Analytical skills applicable to developing criteria and reviewing software against them
4. Interpersonal skills, including the ability to effectively manage stakeholder expectations, provide persuasive advice, and adjust between technical and business audiences
5. The ability to establish effective professional relationships working independently or as part of a team within a culturally diverse education community or similar environment.
6. Strong organisational and project management skills, with demonstrated attention to detail and the ability to meet deadlines.
7. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
8. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.
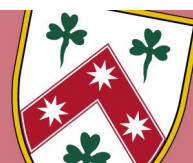
Desirable:
1. Successful coordination of technology change project(s)
2. Preparation and/or provision of timetables for an education community
3. A university qualification relevant to the role

KEY RESPONSIBILITIES

1. Establish a project management schedule informed by the College's procurement policies.
2. Quickly understand the School's current timetabling software, processes and practice.
3. Determine the School's business and technical requirements for timetabling, informed by the needs of students and stakeholders, and develop a selection criteria for a software solution.
4. Research software options, assess and document their suitability through whatever means necessary to establish a shortlist of vendors capable of meeting the School's needs and operations against the selection criteria in collaboration with colleagues.
5. Prepare a persuasive business case detailing a recommended best fit software solution for the School's timetabling needs, and taking account of the views of key stakeholders and budget considerations.
6. Contribute to advancing current documentation regarding the School's timetabling processes and procedures (ie. a service manual).
7. Cover for the absence of the Manager, Timetabling and Academic Dates and assist with timetabling duties during peak periods.
8. Although implementation is outside this role, identify and make recommendations to the Manager – Timetabling, Examinations & Academic Dates and the Applications Lead, ITS, any enhancements to current timetabling processes, practices, support or changes that may be necessary in the adoption of a new solution., and begin collecting information and preparing documentation about how the software would become integrated with current platforms.
9. If time, investigate whether this or other software could assist with streamlining tasks adjacent to timetabling, particularly room bookings.

Further Information:
- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.
- The Pathways School at Trinity College offers six intakes of Foundation Studies annually to over 1000 overseas students, preparing them for entry to the University of Melbourne and other universities. The intakes have different calendars and lengths, classes are on-site across three campuses and most subjects are delivered via a lecture-tutorial model. There is no daily organiser work. The business uses Microsoft devices and apps, the SMS is Synergetic and the LMS is Canvas.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.
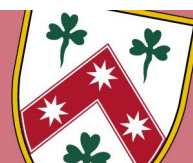
OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:
- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

All Supervisors must:
- Comply with the Trinity College OHS Policy.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Providing all staff with relevant OHS information in an appropriate, timely manner.
- Adopt work practices that support OHS in the workplace.
- When permitted provide adequate supervision through technical guidance and support.
- Ensure that all staff, including contractors under local control, are appropriately inducted.
- Conduct regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Provide appropriate facilities for safe storage, handling and transport of hazardous substances.

Managers and Directors/Deans must:

- Provide a safe environment for all staff, student and visitors.
- Provide safe systems of work.
- Provide plant and substances in safe working condition.
- Provide suitable facilities for the welfare of workers.
- Provide information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health.
- Provide a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace.
- Provide a commitment to continually improve performance through effective safety management.
- Provide a OHS Management System where all risk issues are identified, recorded, rectified and monitored.
- Provide a consultative structure where staff can participate in regular meetings to discuss OHS issues.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:
- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund- raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.