

**UNIVERSITY OF OTAGO**  
**Ōtākou Whakaihu Waka**

**JOB DESCRIPTION**

**ROLE TITLE:** Auto-scheduling Implementation Administrator  
**DEPARTMENT:** Student Experience  
**SCHOOL / DIVISION:** Academic Division  
**REPORTS TO:** Auto-scheduling Implementation Manager  
**DIRECT REPORTS (FTE):** 0  
**INDIRECT REPORTS (FTE):** 0

**1. PRIMARY PURPOSE OF THE ROLE:**

The University is undertaking a programme of work to change the way it timetables classes, with an aim of reducing timetable clashes, improving the student experience, and making better use of resources.

The programme of work consists of two phases – the first is to auto-schedule teaching for Humanities, Commerce, and Sciences teaching (excluding practical laboratory teaching) for the 2025 enrolment year. The second phase will be to auto-schedule Dunedin-based teaching for the Health Sciences division and practical laboratory teaching.

The purpose of this role is to undertake and provide effective, efficient and timely coordination and support to the auto-scheduling programme of work, in order to deliver an improved and more efficient timetable. This includes assisting in the preparation, creation and management of database records, documentation and accountabilities wherever necessary and supporting broader project portfolio reporting needs.

**2. ACCOUNTABILITIES:**

Provide proactive co-ordination and administrative support for the auto-scheduling programme of work. Be a key operational and administrative point of contact for academic and professional staff, and other stakeholders. Anticipate stakeholder needs and liaise closely with Student Experience colleagues to support effective planning and prioritising of work.

Create, configure and maintain accurate and up-to-date database records. Perform quality checks to ensure information is accurate, fit for purpose and easily available for use in decision making and is ready for auto-scheduling. Make recommendations regarding configuration and categorisation of data in the timetabling database.

Compile and review information from departments. Identify, analyse and clearly define business requirements and priorities in a manner which can be understood by technical and non-technical staff and translated into functional and technical requirements that enable effective delivery and implementation.

Work closely with academic, technical, and client services staff to review departmental timetable information for phase 2 of the programme of work and make recommendations for effective implementation.

Regularly assess the progress of work and assist the Auto-scheduling Implementation Manager with ensuring effective progress by providing useful and effective feedback.

Monitor and improve systems, methods, efficiency, and quality of services provided.

Document and implement any new workflow processes and procedures related to the programme of work that optimise resources, create efficiencies, reduce risks and/or improve quality.

Practice a continuous improvement approach by reviewing own work methods and maintaining a positive approach to solving problems/issues.

### **3. KEY RELATIONSHIPS:**

#### Internal

- Senior Responsible Owners (Senior Leadership Team members)
- University executive leadership and senior management
- Teaching and Timetabling Committee
- Student Experience
- Property Services
- Campus Development
- ITS
- AV Support
- Human Resources
- Communications
- Programme teams
- HoDs, Deans, and Heads of School
- Divisional Services and Administration senior leaders
- Client Services
- Laboratory managers and head technicians
- Clients, customers (students, academic staff, professional staff)
- Strategy, Analytics and Reporting Office (SARO)

#### External

- External companies and consultants (Vendors, Service Providers, Contractors and Consultants)

#### **4. QUALIFICATIONS & EXPERIENCE:**

##### Essential:

- Recognised qualification appropriate to the role.
- Proven experience working in a busy and/or complex administrative role or related services in a large or complex organisation.
- Proven experience problem solving and using critical thinking.
- Strong analytical skills including the ability to analyse and interpret information and prepare written reports.

##### Preferred:

- Demonstrated experience with relevant applications in the portfolio or equivalent.
- Experience of using Syllabus Plus or other enterprise-level timetabling solution an advantage.

#### **5. TECHNICAL SKILLS & KNOWLEDGE:**

##### Essential:

- Relationship management skills and ability to work in a team.
- Planning and organisational skills.
- Problem analysis skills and good judgement.
- Strong written and verbal communication skills.
- Proficiency in the Microsoft suite of programmes, particularly Excel; well developed keyboard and word-processing skills.
- Knowledge of information systems.
- Attention to detail; proof-reading and editing skills.
- Ability to work independently and to show guided initiative.

#### **6. SPECIAL REQUIREMENTS:**

Nil

#### **7. DIRECT BUDGET ACCOUNTABILITY:**

Nil

#### **8. MĀORI STRATEGIC FRAMEWORK**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

#### **9. PACIFIC STRATEGIC FRAMEWORK**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

**10. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

**11. SUSTAINABILITY**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.