



Timetabling /Room Allocation Officer

Job Summary

Robert Gordon University (RGU) offers staff and students a distinctive, professionally focused academic environment in which high-quality teaching and research helps individuals develop and prosper.

Based within the department of Academic Quality and Learning Enhancement, this is an interesting and challenging post for a self-motivated individual within a fast paced environment, to provide prompt and excellent customer service and produce high quality data. You will be required to assist in managing the fair allocation of teaching space and meeting rooms for both academic and administrative purposes, including external events. The primary purpose of the role is to produce the teaching and exam timetables for the University to a repeating annual cycle. Attention to detail and accuracy in expression - both oral and written - is highly important.

Applicants must be customer focussed and have administrative experience, with strong IT skills. Experience in timetabling software would be an advantage. Excellent time-management, organisational, communication and networking skills, a strong team ethic and the ability to meet deadlines with a positive approach to achieving results is essential.

This is a full-time permanent post. Robert Gordon University offers opportunities for hybrid working for a portion of the working week, a generous pension scheme, and 36 days annual leave (plus statutory days).

Interviews will be scheduled for 1st and 2nd June 2026.

Job Description

Responsible To: Timetabling Manager

Responsible For: No supervisory responsibility

Purpose of Post: To provide an efficient professional service for the University by scheduling and delivering effective use of the University's teaching accommodation. In addition, the role holder will deliver a range of operational activities associated with the key purpose of this role.

Principal Duties

- Prepare and schedule the use of accommodation for teaching and examinations.
- Provide a central control over the bookable estate, ensuring a smooth running and efficient service for all users of the University's accommodation.
- Liaise with appropriate staff in preparing the timetable for teaching and examinations.
- Ensure timetables are quality checked and published according to the team workplan.
- Work with the Timetabling Manager and School staff to develop structures and procedures to optimise the allocation and utilisation of accommodation.
- Assist with the administration of Timetabling software to ensure database reliability and appropriate accessibility
- Assist with the development and delivery of bespoke training to database users.
- Ensure fair use of the campus through the consistent application of policies and procedures across Schools and Departments.
- Provide input to the annual room utilisation survey and analysis of results.
- Contribute to and undertake improvement project tasks as determined by the Timetabling Manager.
- Any other duties as required by the Timetabling Manager or Director of AQLE.

Person Specification

Essential Requirements

Qualifications

Educated to HND level or equivalent relevant experience.

Knowledge

Strong IT skills required, Intermediate/Advanced Microsoft Office, in particular MS Excel, and MS Outlook. Competency in Word, PowerPoint and Teams.

Good understanding of Data Quality issues.

Experience

Significant experience in an administrative role with proven experience of attention to detail and the ability to prioritise.

Strong background in Customer Relations with the ability to engage diplomatically in a range of situations and on a range of issues.

Proven experience of liaison with internal / external customers.

Presentation and inter-personal skills demonstrating a good ability to interact in 1:1 or group scenarios.

Other - Approachable and confident manner especially when under pressure and/or dealing with conflicting demands.

Ability to work autonomously and as part of a team.

Desirable

Knowledge

Knowledge of Higher Education environment.

Experience

Administration background within the Educational Sector, preferably HE.

Experience of designing workflows and reporting solutions using Microsoft Office 365 tools (including Forms, Power Automate, and Excel) and developing dashboards/reports in Tableau or similar system.

Experience of University timetabling systems – ideally Celcat.

Understanding of Management Reporting.

Behaviours

Behaviour 1: Communication - Ability to receive, understand and convey information requiring careful explanation and information of a complex or conceptual nature, in a clear and accurate manner

Behaviour 2: Decision Making - Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

Behaviour 3: Planning and Organising Resources - Experience of planning, prioritising and organising the work of yourself and others (within own area) on a daily, weekly or monthly basis, whilst ensuring the effective use of resources

Behaviour 4: Liaison and Networking - Experience of circulating information in an accurate and timely manner, working across team boundaries to build and strengthen working relationships and leading and developing internal networks to pursue a shared interest

Salary: 33002.00 - 34610.00 GBP per Year

Position Type: Full Time , Permanent 35.0 Hours per Week