

Job Title: Registry Officer (Timetabling, Awards & Graduation)

Unit/School: Registry Services

Grade: 4 A / B

HERA: REG62

Core purpose of role

To deliver student and academic staff timetables, ensuring that resources are adequately managed through data analytics that are robustly evaluated.

Key responsibilities and contributions

- To effectively lead, co-ordinate and manage the administration functions of all timetabling requirements ensuring the end-to-end business processes are delivered to target.
- To provide specialist guidance and appropriate technical support on the timetabling software to stakeholders.
- To liaise and network with Cardiff Met Staff across Academic Schools, Professional Services and External Bodies to promote good relations.
- To ensure students and staff receive a high quality, professional service working within strict deadlines.
- Extract and Analyse specialised timetabling data and produce reports as requested.
- To support and deliver specific technical advice to the Schools, Students and Estates to enhance good practice.
- To be actively involved in regular development, monitoring and review of administration processes and procedures and make recommendations to the Registry Operations Manager (Timetabling, Awards and Graduation).
- Manage and audit curriculum details for the Academic Year in the timetabling software.
- Act as the main point of contact with the specified timetabling links in pursuit of accurate data management.
- Lead and coordinate specific school's timetables to ensure this work efficiently and effectively for students and staff.
- Conduct regular 'data cleansing' to ensure efficient database management.

Person specification

Essential qualifications / Professional memberships

- A first degree or equivalent work experience.

Essential experience, knowledge and skills

1. Significant working knowledge and experience of databases with preferably knowledge of Timetabling processes and principles.
2. Strong analytical skills with the ability to organise, analyse and disseminate significant amounts of information with attention to detail and accuracy.
3. Well-developed IT Skills with a high level of proficiency in Microsoft excel.
4. Excellent interpersonal & customer skills, with the ability to build strong relationships with all stakeholders
5. Experienced in working, influencing and negotiating with stakeholder groups
6. Experience of working in a high-volume processing environment using complex databases.
7. Experienced team player who can use initiative to solve problems effectively and timely.
8. Actively support the preparation for the University Graduation Ceremonies and assist at the Graduation ceremonies.
9. Assist with the preparation of communications including web updates.
10. As a team player work with colleagues across Registry Services to ensure the student experience is supported and maintained.
11. Support the work of the Registry Advisor (Timetabling).

Desirable

1. Experience of using timetabling software for student timetables.
2. Experience of working in a similar role.
3. An understanding of the student life cycle within a University Academic year.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal



behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.