### JOB DESCRIPTION

**Job Title:** Exams, Timetabling and Workload Officer  
**Department / Unit:** School of Management  
**Grade:** 5  
**Accountable to:** Head of School Operations

#### Purpose of the Post
Administration at Royal Holloway is organised into three Faculties and central College sections. This post is based in the School of Management within the Faculty of Management, Economics and Law and will be part of a team responsible for the smooth running of the School of Management and the support it provides to the College administration. Royal Holloway has a robust and thriving staff development and promotion procedure and encourages staff to gain experience across the administration of the College.

The post holder will be responsible for many tasks which vary in accordance with the administrative requirements throughout the academic year.

Below are a range of duties that may be part of the remit of the post:

#### Key Tasks

**Communication/Teamwork/Liaison**
- Production of Academic Timetable for the School
- Assisting in the production of the colleges’ timetable
- Staff enquiries regarding timetabling and examination issues
- Liaison with central timetabling officer, Academic staff, administrative staff and other department as necessary

**Service Delivery**
- Production of the Academic Timetable
- Co-ordinates the production of examination papers
- Co-ordinates the examination scrutiny process
- Secretary to the PGT Examination Boards
- Administration of the Academic Workload model
- Co-ordinates in-class tests and examinations

**Decision Making/Initiative & Problem Solving/Analysis & Research**
• Co-ordinates the annual review of internal process to comply with colleges regulations regarding examinations
• Reviewing and updating internal processes to maximise efficiency whilst maintaining quality and compliance planning and Organising Resources
• Organisation of Invigilation for in-class tests and examinations
• Preparation and maintenance of the Schools list of operating programmes and courses for the production of the Academic Timetable
• Attendance at seminars to develop understanding of the colleges timetabling systems
• Provision of support for school administrators in the production of and changes to the Academics timetable
• Database entry

Other Duties
The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.