Space and Timetabling Coordinator 0.6FTE

<table>
<thead>
<tr>
<th>Job Reference:</th>
<th>&lt;from Agresso&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Department of Music</td>
</tr>
<tr>
<td>Grade/ Salary:</td>
<td>Grade 5, £29,486.29 to £33,638.50 pro-rata (incl. London Weighting)</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Fixed-term to 31 December 2019</td>
</tr>
<tr>
<td>Hours:</td>
<td>21 per week</td>
</tr>
<tr>
<td>Location:</td>
<td>New Cross, London</td>
</tr>
</tbody>
</table>

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.
Department of Music

The Department of Music is one of the largest and most vibrant in the UK, with over 300 students in the three undergraduate programmes (Music, Popular Music and Music Computing), and over 100 students on Masters and PhD programmes. The Department leads creative practice research, combining theoretical areas - musicology, analysis, music informatics (music computing) and ethnomusicology – with composition, performance, and sonic arts. In addition to recital, rehearsal and practice spaces, the Department has two studios complexes – Goldsmiths Music Studios and Electronic Music Studios – which are integral to the teaching, research and professional experience of students.

For further information please visit our web page at www.gold.ac.uk/music/

Job description

Reporting to: Assistant Department Business Manager

Role summary:

The Space and Timetabling Coordinator ensures the effective use of the Department’s teaching, rehearsal and practice spaces, and that the Department’s curricular and performance activities are appropriately scheduled. You will be the main point of contact for day-to-day space and timetabling coordination matters and involved with all bookings of department spaces across a range of users (including estates and external users). You will resolve immediate issues as well as identify and plan for potential scenarios, for which you will have developed strong working relationships with colleagues across the university.

The role holder will need to develop a strong working knowledge of the department’s activities (and their practical needs) and its main spaces. Departmental activities include curricular teaching and performance assessments; instrumental and vocal teaching; performance activities; short courses; student rehearsals and practice; and performance assessments. Main spaces in the department include teaching rooms; rehearsal and practice rooms; computer labs and study spaces; and the suites of spaces within Electronic Music Studios and Goldsmiths Music Studios. Main College spaces used by the department include Deptford Town Hall Council Chamber; Goldsmiths Great Hall; George Wood Theatre; and St James Hatcham.

Main duties:

- Coordinate the use of department spaces for all activities, and for Music activities in non-departmental spaces; acting as first point of contact for handling booking requests and resolving clashes
- Respond to ad hoc booking requests and maintain the online and hard copy booking systems, keeping the data and procedures around these systems synchronized
- Provide a facilitative and problem-solving service to students and staff, promoting a positive approach to enabling activity as far as possible within allotted time/space
- Produce the termly schedule for instrumental and vocal teaching and room allocations
- Make ad hoc bookings for departmental committees and maintain the meeting schedule
- Coordinate the day-to-day logistics of estates and IT works in the department, following project scoping and approvals, also for booking requests from within College (such as
Conference Services) for non-departmental use of facilities

- Handle ad hoc amendments to curriculum timetabling throughout the year and assist with the scheduling of Music performance assessments
- Put in place access arrangements for spaces, working with staff across the department and central teams
- Liaise with Music Technicians on maintaining standards of order and functionality in all department spaces

**Planning:**

- Support the DBM and HoDs in planning the annual timetable across curricular activity and the use of department spaces
- Work with the Assistant DBM to collate and prepare module data for annual timetabling, ensuring information is in place to meet college deadlines and for students to receive accurate and timely schedules
- Input timetabling data into College and departmental systems
- Work with the Programmes Coordinator (Records) in allocating students to modules and other activities in the timetable

**General duties:**

- Work independently to problem-solve any of the above whilst reporting to the DBM and Assistant DBM on issues, arrangements and trends;
- Assist with identifying potential future issues with departmental spaces and equipment as well as any long-term needs and proposing solutions
- Assist with the upkeep of departmental records and inventory of its non-specialist equipment and IT
- Act as secretary to departmental committees as appropriate, servicing paperwork, issuing invitations and writing minutes
- Work as a key member of the team of professional administrative staff, participating in planning and other meetings and actively contributing to the music administration as a whole
- Develop strong working relationships with all departmental colleagues, as well as key contacts across the College

**In addition you will be expected to:**

- Undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths’ Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times help maintain a safe working environment by participating in training as necessary and following the Goldsmiths’ Health and Safety Codes of Practice and Policy
Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

<table>
<thead>
<tr>
<th>A = Application form</th>
<th>C = Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>I = Interview</td>
<td>R = Reference</td>
</tr>
<tr>
<td>T = Test  / P = Presentation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, C, I</td>
</tr>
</tbody>
</table>

Essential Criteria 1 - Qualifications

A-level or professional qualifications relevant to the role

Desirable Criteria 1 - Qualifications

A degree relevant to the role

Essential Criteria 2 – Experience

Significant experience of administration in an HE institution and experience working in a complex and challenging environment

Skills and experience in resolving logistical problems and negotiating with stakeholders

Experience handling difficult situations, using initiative, working effectively under pressure

Essential Criteria 3 – Knowledge

Working knowledge of Music and its requirements as a degree subject

In depth knowledge of timetabling and booking systems, ideally Scientia and Lore, and experience of timetabling in a complex Arts or HE environment

Experience, knowledge and confidence in handling data sets, as well as broader IT skills

Working knowledge of Student Records Systems, ideally Scientia

Essential Criteria 4 - Skills

Excellent interpersonal skills and the ability to form effective working relationships with colleagues in diverse roles

Ability to communicate appropriately and effectively with students, staff and visitors

The ability to multi-task, and to prioritise and manage a heavy and varied work load, working independently and as part of a team in an active environment

Strong, appropriate decision-making skills

Page 4, Goldsmiths, University of London, New Cross, London, SE14 6NW
Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role please contact David Badger, Department Business Manager, using d.badger@gold.ac.uk.

November, 2018
Summary of Benefits

If you choose to work with us, you’ll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You’ll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site dining facilities and gym
- Access to University of London facilities such as Senate House Library

Further information

For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).

Thank you for your interest in working with us, we wish you all the best with your application.