

Job Description

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| Job title | Timetabling and Teaching Support Officer |
| Division | Humanities Division |
| Department | English Faculty |
| Location | St Cross Building, Manor Road, Oxford, OX1 3UL / The Stephen A Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Oxford OX2 6GG following the Faculty's move in summer 2025. |
| Grade and salary | Grade 6: £33,832– £39,705 per annum |
| Hours | Full time (37.5 hours per week) |
| Contract type | Fixed term |
| Reporting to | Education Manager |
| Vacancy reference | 175431 |
| Additional information | |

The role

The Faculty of English seeks to appoint a Timetabling and Teaching Support Officer capable of playing a key, senior role in the administration of a large and busy faculty at a time of significant change. This post is part of the Faculty's Academic Administration team and reports to the Education Manager.

The postholder will have responsibility for all arrangements for teaching in the Faculty, including gathering information on planned teaching from a variety of sources to produce the annual lecture list and timetable; overseeing the Faculty's process for lecture recordings; and managing the Faculty's Virtual Learning Environment (VLE). In addition, they will be responsible for ensuring a smooth transition of the Faculty's teaching to the Stephen A Schwarzman Centre for the Humanities, playing an active role in the development of a building-wide process for timetabling and booking rooms for teaching, reviewing and adapting the Faculty's processes in preparation for the move and providing support and guidance on matters relating to timetabling and teaching organisation to academics, students and professional services colleagues in the Faculty before, during and after the move.

The successful applicant will be able to work on their own initiative and will possess excellent attention to detail and organisational skills, with a proactive approach to problem solving. They

should have previous experience of managing and formatting complex data, preferably in an academic environment. Experience of project and change management would be an advantage.

Responsibilities

1. Managing the production of the Faculty's annual Lecture List, Guide, and Timetable. This involves gathering information on planned teaching from a variety of sources; taking into account academic preferences, class sizes and the constraints of the Faculty's available teaching space, scheduling and allocating rooms for teaching; producing draft lists for circulation; making amendments as necessary; and uploading and maintaining the live list on the Faculty's VLE.
2. Playing an active role in the development of processes for timetabling and booking rooms for teaching in the Stephen A Schwarzman Centre for the Humanities, including representing the Faculty on relevant working groups as required.
3. Managing the aspects of the Faculty's move to the Stephen A Schwarzman Centre for the Humanities relating to timetabling and teaching organisation, including reviewing and adapting the existing processes; developing clear policies and process documentation; producing training and guidance documents to ensure knowledge is shared within the Academic Administration team and other Faculty members; and acting as a source of advice and guidance to academics, students and professional services colleagues before, during and after the move.
4. Maintaining and co-ordinating the use of the Faculty's 'Canvas' (virtual learning environment) sites – updating information pages; actioning any rollover/enrolment processes; developing/monitoring policies/guidance for the Faculty's use of Canvas and ensuring Faculty members and other members of the Professional Services team are appropriately trained.
5. Advising the Faculty Office on teaching support requirements (e.g. handouts), and manage and maintain a clear process for effective communication and delivery of in-person support to Academic colleagues.
6. Liaising with relevant colleagues regarding shared teaching space allocations and requests, and managing requests for IT/AV support.
7. Having responsibility for the re-scheduling and venue changes for any lectures which need to be re-arranged (potentially at short notice), as well as the following communications with students and liaison with the Faculty office team.
8. Overseeing the Faculty's process for lecture recordings, ensuring that recordings are scheduled and uploaded to the Faculty's VLE for all lectures; ensuring that the correct permissions are obtained before recordings are shared; managing access to recordings and ensuring that recorded content is removed in line with the Faculty's agreed policy.
9. Acting as the first point of contact for queries from Faculty and students on scheduling and the delivery of teaching, including management of the "Lecture List" email inbox.
10. Delegating and supervising some elements of work as appropriate to other members of the Faculty's administrative team.
11. Any other tasks commensurate with the grade as requested by the Head of Administration and Finance and the Education Manager.

Essential selection criteria

1. Good general education to A-level standard or equivalent, and/or significant work experience at a similar level;
2. Strong organisational skills, with proven experience of prioritising a varied workload and challenging, often competing, demands to tight deadlines;
3. Experience of developing processes and procedures to systematically progress activities, including appropriate use of IT systems;
4. Strong IT skills, including familiarity with standard office packages (in particular Excel and SharePoint) and a capacity to learn new applications;
5. A proven ability to use initiative and to work independently, and to prioritise competing demands;
6. A capacity to assimilate and communicate complex information and to interpret, apply and communicate regulations and procedures;
7. Excellent interpersonal and communication skills in dealing with a wide range of stakeholders;
8. A proactive approach to solving problems and a commitment to continuous improvement.

Desirable selection criteria

1. Previous experience of working in a Higher Education environment, with an understanding of university teaching and the needs of students and academics;
2. Experience of digital education/teaching resource systems or websites and/or VLEs (e.g. Canvas, Moodle);
3. Experience of small-scale project management;
4. Experience of change management;
5. An interest in English literature.

English Faculty

The Faculty of English is the largest English Department in the UK and has a very distinguished research record. We have been ranked top in the QS World Rankings in the subject since 2016 and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of the British Isles, as well as the diaspora and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

The Faculty currently has 80 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website. For more information, please visit: www.english.ox.ac.uk. There are currently approximately 900 undergraduate students (with roughly 260 admitted each year to the single honours school and a further 20 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 90 Masters students, and a further 150 graduate research students.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of English Language and Literature will move to the Schwarzman Centre upon the completion of the project.

For more information please visit www.humanities.ox.ac.uk.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename. All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ell.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.