



Job Description

Coordinator Timetabling

South Metropolitan TAFE

Level 3

Position Number:	20002239	FTE:	1.0
Division	Organisational Services	Agreement/Award:	Government Officers' Salaries, Allowances and Conditions Award 1989, Public Sector CSA
Branch:	Student Systems and Support		
Location:	Various – Primarily Murdoch Campus		Agreement 2021 or as replaced

Reporting Relationships

Reports to:

Team Leader CMT and Timetabling

Other officers reporting to the above office:

Coordinator, CMT

Coordinator, Commercial

Coordinator, CAVSS/USIQ

This Office – officers under direct responsibility

Timetabling Administration Officer 2 x Level 2

Key Role Statement

The Coordinator Timetabling will be responsible for coordinating all administrative functions relating to timetabling across the college. Coordinator Timetabling works collaboratively with Team Leader Course Management Team and Timetabling to ensure timely and accurate timetable management across all College campuses.

Key Responsibilities

- Assist the Team Leader Course Management Team and Timetabling to oversee the timely and accurate production of a multi-campus timetable multiple times per year and maximise asset utilisation.
- Coordinates and monitors the activities of the timetabling team through planning, prioritising, and delegating work tasks to meet organisational outcomes.
- In consultation with the Team Leader Course Management Team and Timetabling establish and maintain policies, procedures, and work instructions to provide a high standard of customer service.
- Identify and resolve timetabling issues (through liaison with all relevant stakeholders) and find appropriate solutions where there are potential conflicts of interest in room utilisation.
- Provide training to staff in key Celcat functions such as scheduling, registration, attendance management
- Analyse the resource utilisation and electronic attendance recording rate of divisions and portfolios and report performance as part of the College's mid-year review and annual reporting process.
- Investigate areas of resource under-utilisation and assist the Team Leader Course Management Team and Timetabling in preparing a bi annual report on improving College resource utilisation.
- Prepare the College's key performance indicator on resource efficiency.
- Produce relevant scheduling reports for management where appropriate.
- Processes all timetabling, scheduling, and other related changes on behalf of the portfolios.
- Create and maintain Celcat data, including validation, clean-up and interrogation of timetabling records in accordance with College Policy
- Undertakes audit of classrooms and makes necessary changes to room configurations and equipment in timetabling system
- Maintains room status information through liaison with facilities and ICT
- Maintains reference data such as staff accounts and rooms
- Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
- Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
- Demonstrates the behaviours detailed in the Public Sector Commission's - Leadership Expectations.
- Undertakes other duties as required.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted the Public Sector Commission’s - [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Leading Others](#).

Selection Criteria

Essential (maximum of 5)

- Well-developed written and verbal communication skills.
- Well-developed organisational skills and the ability to contribute to team goals
- Demonstrated knowledge of timetabling systems, student allocation systems and student management systems, spreadsheets and word-processing software including data extraction and report presentation and the ability to maintain accurate records.
- Demonstrated high level of analytical and problem-solving skills including exceptional attention to details
- Ability to coordinate teams and to work with minimum supervision to achieve desired outcomes.


Other Requirements

1. Experience in the use of Celcat or other equivalent timetabling systems.
2. Experience in the concept of Tuition Patterns from the Student Management System.
3. A current Working with Children Check
4. A Department of Education Nationally Coordinated Criminal History Check

May be required to work from any College campus

CERTIFICATION

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	Bryce Doig
Signature:		Signature:	
Date:		Date:	04/06/2026