



**Staff Workload Coordinator, School of Education
Role and Responsibilities**

Grade	Ideally academic Level 9 or 10
Duration	Appointed for 3 years in the first instance. Fractional appointment 0.3 FTE (500 hours)
Reporting to:	Deputy Head of School
Appointment Process	Normally an internal appointment, at the discretion of the Head of School
Role Summary	<p>The Staff Workload Coordinator provides the School of Education with strategic leadership and operational oversight over staff workload allocations. With the Deputy Head of School and RTG Leaders, the Staff Workload Coordinator is responsible for workload planning including the efficient and effective staffing of all School activities, within the University's workload model.</p> <p>This requires a close working relationship with the Head of School, the Deputy Head of School, RTG Leaders, Head of School Administration and other relevant University personnel. The position reports to the Head of School through the Deputy Head of School. S/he is a member of the School's Executive and Staffing Committee.</p>
Responsibilities	The Staff Workload Coordinator is required to:
1.	Work with the Head of School, Deputy Head of School, Head of School Administration and RTG Leaders to establish and implement an annual workload planning cycle in accordance with agreed School and College norms and processes.
2.	Assume operational responsibility for the management and implementation of the matrix timetabling and workload model specifically in relation to the staffing of programmes and courses but also PGR supervision.
3.	In discussion with the Deputy Head of School, RTG and Programme Leaders: (1) determine the staffing requirements for all programmes, courses and supervision; (2) match these with staff availability and (3) assign individual workloads in keeping with agreed workload ratios, allocations and processes.
4.	Collaborate with RTG, Programme and Course Leaders to anticipate and resolve staffing needs in response to changing circumstances and operating within the School's approved line management system.
5.	Work with the Senior Profession Specialist to commission in advance appropriate levels and kinds of adjunct and external staffing to support effective learning and teaching.
6.	Assist in the monitoring of workload levels and distributions, and advise the Head of School and Deputy Head of School on future staffing needs.
7.	Communicate with the School Executive on all matters relating to workload.
8.	Represent the School of Education as a member of the College of Social Sciences workload team and work with the University's Workload Model Project Team to ensure accurate recording and reporting of School of Education staff workloads.
9.	Undertake other duties as required by the Head of School.