

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMMES ADMINISTRATOR (DANCE)

Full-time, Permanent

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PROGRAMMES ADMINISTRATOR (DANCE)

Contract : Full-time, Permanent

Salary: £26,202 - £29,725 p.a. (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Based within Registry at the Faculty of Dance (Laban Building, Creekside), the Programmes Administrator will be responsible for supporting the effective day-to-day operation of the department in a busy office environment. Duties will include dealing with staff and student enquiries, data entry, taking the minutes of programme meetings, programme monitoring and other routine office tasks. The successful candidate will also provide administrative support for the Heads of Dance Programmes along with Programme Leaders for activities relating to the continuing development and support of undergraduate and postgraduate studies in the Faculty of Dance. The Programmes Administrator may also be required to work at the Faculty of Music (King Charles Court).

The successful candidate will have strong administrative experience, communication and organisational abilities. Excellent IT skills (knowledge of database packages would be beneficial) and the capability to work under pressure to meet deadlines is essential. Experience and knowledge of Higher Education would also be an advantage. You should be an enthusiastic team worker with commitment and reliability. Please note that flexible working will be required including evenings and weekends during busy periods.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: Monday 2nd March 2020 23:59 hours BST (No Agencies)

Interview date: Thursday 12th March 2020

For any queries about this position that are not covered in the job pack, please contact Rianne Malcolm on 0208 305 9476 or email staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.

Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Programmes Administrator (Dance)
Department:	Registry
Reporting to:	Academic Administration Manager
Grade:	5
Contract:	Full-time, Permanent

PURPOSE OF THE POST

To carry out a variety of administrative functions contributing to the efficient day-to-day running of the Registry Department and the Dance Programmes. This post is based in the Faculty of Dance and involves working closely with Programme Leaders and faculty management to support the operation of undergraduate and postgraduate Dance programmes. The postholder will also contribute to the work of the wider Trinity Laban Registry and as a result may be required to work at our other sites or with our other faculty.

To be responsible for dealing discreetly and efficiently with confidential information with regards to staff, students and external contacts and acting with an appropriate degree of individual initiative. Flexible working may be required during busy periods for which time off in lieu will be given.

MAIN RESPONSIBILITIES

1. To assist in the day-to-day operation of the Registry office within the Faculty, including taking telephone enquiries, email enquiries and maintaining paper files.
2. To support the Faculty of Dance in the effective and efficient management of the undergraduate and postgraduate programmes, including the support of Programme Leaders to ensure that decisions relating to academic content and delivery are implemented and maintained as required.
3. To maintain effective communication and to be the primary point of contact for programme related matters for other staff, students, and external contacts.
4. To operate Mitigating Circumstances procedures, servicing and attending meetings and notifying students of the result of their application.
5. To act as Secretary to the Dance programme committees and other meetings as required.
6. To operate monitoring procedures for student absences, developing such procedures to comply with UK Visas and Immigration regulations for Tier 4 student visas and ensure that Trinity Laban fulfils its obligations as a Tier 4 Sponsor.

7. To operate attendance monitoring and manage day to day queries relating to student attendance and online registers.
8. To maintain relevant pages on Moodle, the staff intranet and Trinity Laban website, as required.
9. To assist in the administration of evaluation procedures for modules and programmes.
10. To assist in the production and distribution of statistics related to monitoring procedures
11. To support assessment processes, including arrangements for the return of feedback to students.
12. To update the student records system (database), inputting enrolment information, assessment results and updating records when required.
13. To assist with preparations for, and the operation of, registration, induction and graduation events, as required.
14. To work with the other academic administration staff across the Registry to maintain consistent administrative standards across the Institution.
15. To gather and update information for the preparation and production of programme handbooks and other documentation for students.
16. To participate in enrolment and module registration processes
17. To liaise with the Finance department regarding student fee liability.
18. To assist in the coordination of validation and re-validation events and internal programme, Faculty and subject reviews.
19. Within the provisions of the Code of Confidentiality of Student Records and the General Data Protection Regulation, to liaise with third parties on behalf of students (Home Office, sponsors, etc).
20. To assist in the preparation of documentation and materials for outside institutions such as, but not limited to, OfS and QAA.

Other

- To undertake any other duties, which may reasonably be required by the Deputy Registrar, Academic Administration and Quality across the Trinity Laban Registry.

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department, the Faculty of Music's portfolio of programme offerings and the Conservatoire wherever possible

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:

<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

PROGRAMMES ADMINISTRATOR (DANCE) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A good honours degree or equivalent work experience	Essential	Application
	Knowledge of or interest in music or dance	Desirable	Application
Experience	Experience of working within an administrative role	Essential	Application / Interview
	Experience of working in Higher Education Administration	Desirable	Application / Interview
	Experience or knowledge of the arts or arts-related education	Desirable	Application / Interview
	Experience of servicing meetings and minute writing	Essential	Application / Interview
	Experience of organising and prioritising tasks in a systematic way	Essential	Application / Interview / Test
	Experience of working under pressure and to deadlines	Essential	Interview
	Experience of providing a high level of service to internal and external customers	Essential	Application / Interview
	Experience of dealing with confidential information using sensitivity and tact	Essential	Application / Interview
Knowledge or Understanding	Knowledge of using and working with databases and Student Information Systems (such as QLS and Access)	Essential	Application
	High level of numeracy and accuracy	Essential	Application / Test
Skills and Abilities	Excellent IT skills – proficient in Microsoft office (to a minimum of intermediate standard in Word, Excel and Outlook)	Essential	Test
	Able to communicate clearly with students and staff at all levels of the organisation both verbally and in writing	Essential	Application / Interview / Test
Personal Qualities	An understanding of the appropriate levels of authority and when issues or problems should be escalated through the appropriate management structures	Essential	Interview
	Proactive, enthusiastic, flexible team worker	Essential	Application / Interview
	Understanding of and commitment to equal opportunities	Essential	Interview
	Adaptable approach to new challenges	Essential	Interview
Special Working Requirements	Work outside of normal office hours may be required at key points in the year	Desirable	Interview

Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

PROGRAMMES ADMINISTRATOR (DANCE) CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, full-time, subject to a six-month probationary period.
Hours:	35 hours per week, usually from 9.00am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour).Some evening working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Dance (Laban Building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £26,202 - £29,725 p.a., inclusive of a London Weighting Allowance of £3,785 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% of pensionable salary (from 1 October 2019).
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk