

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Internship – People & Organisational Development

Fixed term for 11 months, 47 Weeks

JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 3	Job Description
Page 5	Person Specification
Page 6	Conditions of Service Summary and Staff Benefits
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

PEOPLE & OD INTERN

Contract: Fixed term for 11 months, Full-time 35 hours per week (to start in November/December 2021)

Salary: £8.36 - £8.91 per hour as per National Minimum Wage and National Living Wage rates

Trinity Laban Conservatoire of Music and Dance is offering an exciting opportunity to learn and work within our world-class institution. Our Graduate Internship programme enables graduates to gain vital professional understanding of an arts organisation alongside valuable developmental opportunities. You will gain relevant hands-on experience through working with established professionals in this busy and exciting role, within one of the most diverse and vibrant educational and cultural organisations in the world.

This is an excellent opportunity to gain practical HR experience with in a small team, as well as an insight into the Conservatoire sector, in a team within which your contribution will be highly valued. You will provide administrative support to a range of HR-People services, ranging from recruitment, to processing leavers and general HR enquiries, to help you gain a thorough understanding of an employee lifecycle. It is expected that by the end of the internship you will have gained skills and experience which will increase your marketability to future employers.

Elements of this role will be supporting the People Services department in working towards the implementation and embedding of new People & OD systems, and refocusing the service we provide to the Conservatoire. You will also be involved in assisting with the implementation of our People Strategy. You will provide essential day-to-day support in the administration of the employee lifecycle, and be encouraged to suggest ways in which we can improve our processes and the service we provide to also make it as contemporary as possible.

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

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your written answers, otherwise we will not be able to consider your application.

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: 23:59 hours BST, 27 October 2021 (No Agencies)

Interview Date: 8th and 9th November 2021

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, People Services and Resourcing Officer on 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:	People & Organisational Development Intern
Department:	People Services and Organisational Development
Reporting to:	People Service Officer
Grade:	Graduate Intern
Contract:	Full-time, fixed-term for 11 Months (47 weeks)

PURPOSE OF ROLE

- The post-holder will assist the Head of People Services, the Learning, Engagement and Wellbeing Partner and the People Services team in the operational administration of all its services, ensuring that professional standards of presentation are achieved at all times
- To assist in the day-to-day maintenance of personnel records, staff recruitment campaigns, policy and procedure updates and project administration and delivery.
- The post-holder will also gain experience in other areas within the People Services Department team.

MAIN RESPONSIBILITIES

- Administration of tasks related to full employee lifecycle processes.
- Assist the People Services Team with recruitment and selection related administration.
- Assisting the People Services Team with payroll, employment contracts and HESA staff returns administration
- Assist the People Services Team with HR admin related queries from staff across Trinity Laban.
- Assist with the review and updating of a limited number of People related policies and procedures and their filing.
- Assist with the preparations for the implementation of a new HR/Payroll system, including data cleansing, reviewing processes and testing the system.
- Data entry into the current HR system and assisting in the compilation and recording of management information reports (for internal and external audiences).
- Assist with performance management process administration.
- Assisting with the administration of the annual Academic Titles project
- Updating and revising the department and related intranet pages
- Assisting with the Learning Management System (LMS) and providing support in its administration where requested.

OTHER

- Carrying out general computer-based administrative tasks including data entry and answering emails and phone calls as directed by team-members.
- Online/in-person meeting attendance as relevant, and participation in staff training and development as required
- Carrying out any other duties which might reasonably be requested by members of the Team.

THE POST HOLDER MUST:

- At all times, be committed to Trinity Laban's Equality and Diversity Policy.
- Be familiar with and adhere to all policies and procedures and those relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and its services 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.

PEOPLE & OD INTERN - PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Educated to 'A' Level standard or equivalent, or demonstrable learning gained through work experience (which may include short courses)	Essential	Application form
	Graduate with a degree, preferably with a strong element of HR or CIPD qualified HR Qualification (CIPD foundation level or above)	Desirable	Application form
Experience	Working in a customer/client focused environment	Essential	Application form, Interview
	Administrative experience in an office environment or relevant equivalent experience	Desirable	Application form, Interview
	Using a database or similar data recording system	Desirable	Interview
Knowledge or Understanding	An understanding of how HR adds value to an organisation	Desirable	Interview
	An understanding of basic administrative tasks	Desirable	Interview, Test
Skills and Abilities	Good interpersonal skills (phone, email/letter, face-to-face) and the ability to deal with both external and internal customers professionally and confidentially	Essential	Application form, Interview, Test
	Ability to deal with confidential and sensitive matters in the strictest confidence	Essential	Interview
	Proficient in using the MS Office suite of packages (Word, Excel, Teams etc)	Essential	Application form, Interview, Test
	Exceptional attention to detail.	Essential	Application form, Interview, Test
	Ability to effectively learn and acquire new knowledge and skills.	Essential	Interview
	Ability to share knowledge and work in a strong team-oriented environment	Essential	Application form, Interview
	Problem solving capabilities necessary to accomplish the duties and tasks of the position	Essential	Interview
Personal Qualities	Ability to work to deadlines in a fast-moving environment whilst maintaining attention to detail and accuracy	Essential	Test
	An ethos of service delivery	Essential	Interview
	Ability to build relationships across an organisation	Essential	Interview
	Able to receive and act on constructive feedback	Essential	Interview

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-time, Fixed-term for 11 months, subject to a three-month probationary period.
Hours:	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour).
Location:	You will be based at the People & OD Department, Laban Cottages, Faculty of Dance but will also be required to work at the Faculty of Music where needed (King Charles Court, Old Royal collage. There may be an element of hybrid working – working in the office and remotely
Salary:	£ 8.36 – £ 8.91 per hour as per National Minimum Wage and National Living Wage rates.
Holidays:	18 days in addition to Statutory, Bank and Public Holidays.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and graduate interns will be eligible for benefits in excess of this under Trinity Laban’s own sick pay scheme.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
Staff Development:	The People & OD department will include you in any relevant development activities and support you in attendance at off-site events where appropriate.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff. This is dependent on Covid safety measures in place at the time.
Classes:	Reduced rates access to Adult Classes, where available.
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