

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Academic Administration Manager (Programmes)

Full-Time, permanent

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Academic Administration Manager (Programmes)

Contract: Full-Time, permanent

Salary: £30,957 - £37,151 (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.

Reporting to the Assistant Registrar (Academic Administration), the Academic Administration Manager will manage site based academic and student administration from enrolment to graduation, with the support of a small team of staff. The advertised post will be based in the Faculty of Music; however, the post holder will be expected to work to ensure the provision of a good, integrated service across the Institution. The post may interest candidates wishing to develop a career in management in Higher Education administration.

You should have administrative experience, excellent communication and organisational abilities and IT skills and the capability to work under pressure. Some experience in a managerial or a supervisory role will be an advantage. Experience and knowledge of working in an HE environment is desirable. You should be an enthusiastic team worker and leader who can demonstrate commitment and reliability.

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 any of your written answers/ your supporting statement, 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: Tuesday 25 January 2022, 23:59 hours BST (No Agencies)

Interview Date: Wednesday 9 February 2022

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, 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:	Academic Administration Manager (Programmes)
Department:	Registry
Reporting to:	Assistant Registrar (Academic Administration)
Grade:	6
Contract:	Full-Time, permanent
Line management:	4 Programmes Administrators (3.5 FTE).

PURPOSE OF ROLE

Reporting to the Assistant Registrar (Academic Administration), the post holder will be responsible for:

- managing and leading the academic administrative operation and co-ordinating the student facing enquiry service;
- managing all academic and student administrative processes and systems from enrolment to graduation and helping to promote improvements and enhancements;
- ensuring the maintenance of accurate data on the Student Records System and related databases and web pages;
- working on cross-institutional projects as determined by the Registrar.

Main duties

1. To manage the effective and efficient operation of academic and student administration procedures
2. To ensure that efficient, effective, co-ordinated and consistent support is available to students and staff across the institution, in line with established service levels.
3. To manage the student facing enquiry service.
4. To line manage the Programmes Administrators.
5. To co-ordinate the Registry's involvement with the assessment process and the assessment boards, within institutional and registry policies and procedures and in liaison with academic managers.
6. To manage and co-ordinate the operation of assessed recitals, including the appointment of assessment panels and scheduling of individual assessments.
7. To act as Secretary to Assessment Boards and to ensure the consistent application of assessment regulations.
8. To oversee the effective implementation of adjustments made as a result of additional consideration, reasonable adjustment, fitness to study and personal study plan procedures.
9. To act as the first point of contact for External Examiners, coordinating visits and providing access to assessment material.

10. To oversee the coordination of programme committees and to act as a member of those committees.
11. To assist the Deputy Registrar in the management of enrolment and induction activities in conjunction with colleagues in the admissions team, ensuring a co-ordinated process and consistency of good practice across the Institution.
12. To ensure the maintenance of accurate data on the student records systems and other databases.
13. To produce written and data reports as required for data returns, assessment boards, the annual monitoring process etc.
14. To support the faculties and the Registry with the management of the annual programme monitoring process and with periodic reviews.
15. To support the co-ordination of annual academic presentation ceremonies.
16. To contribute to the development of the Registry's procedures, systems and practices
17. To keep in touch with external good practice through staff development and 'networking' and to work with the Assistant Registrar (Academic Administration), planning and implementing effective training and CPD and personal development plans for Academic Administration staff.
18. To deputise for the Assistant Registrar (Academic Administration) as required and instructed.
19. To lead projects across Trinity Laban as determined by the Registrar.

Other

- To undertake any other duties (within the level of the post), which may reasonably be required by the Registrar, Deputy Registrar or Assistant Registrar (Academic Administration), and which may include working at any site of the institution.

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.

ACADEMIC ADMINISTRATION MANAGER (PROGRAMMES) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A first degree or equivalent	Essential	Application
	A management qualification or completion of a management training programme	Desirable	Application
Experience			
Experience	Substantial experience within a similar administrative role	Essential	Application, Interview
	Experience of Higher Education Administration	Desirable	Application, Interview
	Experience of managing and motivating a small team	Desirable	Application, Interview
	Experience of servicing assessment boards and working with assessment regulations	Desirable	Application
	Experience of servicing committees and producing committee papers/reports to a high standard	Desirable	Application
Knowledge or Understanding			
Knowledge or Understanding	Understanding of good practice in administrative process in Higher Education	Essential	Interview
	Knowledge of database packages (Access/QLS/CRM), experience of using Student Record Systems for data input and reporting	Desirable	Application
	A broad understanding of the UK regulatory framework for Higher Education	Desirable	Application, Interview
	Able to provide appropriate advice and guidance to students and staff members on academic regulations	Essential	Interview, Test
Skills and Abilities			
Skills and Abilities	Excellent IT skills, including proficiency in Excel, Word, and Outlook	Essential	Application, Test
	Able to communicate clearly with students and staff at all levels of the organisation, both verbally and in writing	Essential	Application, Interview, Test
	Able to effectively manage small projects and events	Desirable	Application, Interview
	Ability identify and implement improvements to systems and processes	Essential	Application, Interview
	Ability to plan and prioritise a demanding workload and to meet strict deadlines while under pressure	Essential	Application, Interview
	Personal Qualities		
Personal Qualities	Scrupulous attention to detail	Essential	Test
	Able to make decisions on day-to-day issues and to make recommendations to senior decision-makers	Essential	Interview
	Team player with ability to build good working	Essential	Application,

	relationships		Interview
	Commitment to ongoing personal/professional development	Essential	Interview
	Adaptable approach to new challenges and ability to manage change	Essential	Interview
	Able to deal with difficult and/or sensitive situations with tact and discretion	Essential	Interview
Special Working Requirements	Work outside of normal office hours may be required at key points in the year	Desirable	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, permanent subject to a 6 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). Some evening and weekend 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 Music (King Charles Court, Old Royal Naval College) but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £30,957- £37,151) p.a., inclusive of a London Weighting Allowance of £3,842 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days, in addition to Statutory, Bank and Public Holidays.
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.
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. The Conservatoire pays the Employers contribution currently at the rate of 21.1% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
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.
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.
Cycle to Work:	A cycle to work scheme is operated.
Give as you earn:	A give as you earn scheme is operated.

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