

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Student Adviser (Music)

FIXED TERM (12 months), PART TIME 0.6 FTE

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STUDENT ADVISER (MUSIC)

Contract: Fixed Term (12 months), Part time 0.6 FTE

Salary: £30,957- £37,151 pro rata 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.

The Student Adviser (Music) will provide the first point of advice and assistance to all Music Faculty students visiting the Department Assisting with a range of issues facing students including but not limited to finance, health, accommodation, difficulties with their course, general welfare, issues with funding and support them with complaints, disciplinarys, mitigating circumstance and appeals. Referring them on internally or external for as necessary.

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 the 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 recruitment 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: Sunday 30 January 2022, at 23:59 hours BST (No Agencies)

Interview Date: w/c 7 February 2022

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:	Student Adviser (Music)
Department:	Student Services
Reporting to:	Head of Student Services & Accessibility
Grade:	6
Contract:	Fixed Term (12 months), Part time 0.6 FTE

PURPOSE OF ROLE

1. Student Contact and Support

- To act as the first point of contact for Music Faculty students visiting the Department.
- To provide an appropriate level of advice and guidance to students with enquiries or problems, supplemented by referrals to the Specialist Co-ordinators, other members of staff or external specialists where judged necessary.
- To advise students seeking financial assistance from the various TL and national funds.
- To disburse sums by way of loans to students in emergency need.
- To assist in the arrangements for Presentation Day and other events in the Music and Dance Faculties as required.
- To contribute to the Induction process for incoming students through arranging and conducting meetings and seminars, organising social events and providing individual advice and guidance.
- In conjunction with the Head of Student Services, to supervise the work of such students, ensuring that the necessary records are kept and reporting on students' work as needed.
- To maintain regular contact with the Student Union and its officers.
- To discuss with students, and advise upon, mitigating circumstances procedures.

2. Student Health and Welfare

- To liaise with the Student Adviser [Dance] in the administration and disbursement of the Financial Support Grant, Short-term Loan, Roger Pope Loan and Food Bank Vouchers.
- To administer the Financial Support Grant in conjunction with the Development Department and Finance.
- To manage the process for awarding Alexander bursaries to students, liaising with Alexander staff to arrange appointments and ensuring that budget targets are met.
- To arrange, at the student's request, appointments with the Senior Counsellor and the Co-ordinator for Music and TL Health.
- To arrange referrals of students to external specialists, as agreed, and to maintain records of treatment and costs, including follow-up appointments.

- To maintain good working relationships with external agencies such as BAPAM, Help Musicians and private practitioners.
- To ensure that students are fully acquainted with the range of health and welfare support open to them, and that they are provided with specific advice and information as appropriate.
- To advise on internal and external medical procedures such as the Cash4Health scheme and local GP registration.
- To maintain absolute confidentiality at all times in matters of student health and welfare.

3. Disability

- In conjunction with the Head of Student Services & Accessibility and Student Advisers, to prepare the annual Health and Disability Questionnaire.
- To ensure that the financial procedures for the Disability Allowance are followed and that due income is received.
- To liaise with the Head of Student Services & Accessibility over the ordering of specialist equipment.
- To generally support and advise students with disability and refer them to the Head of Student Services & Accessibility as appropriate.
- To assist the Head of Student Services & Accessibility in the planning and delivery of staff training and other events.

4. Student Finance

- To advise students in financial difficulty and to provide advice generally through seminars or other means, on control of personal expenditure.
- To assist students with applications to sources of Trinity Laban funding.
- To provide advice on possible external sources of financial assistance, liaising with the Development Department and/or the Careers adviser as the need arises.
- To support those in emergency need through the disbursement of temporary small cash loans.

5. Collegiate and Administrative

- To maintain a close working relationship with the Head of Student Services and Student Advisers in ensuring the efficient administration of the Student Services Department across the Institution and in planning its future.
- Specifically, to ensure efficiency in the day-to-day practicalities of administration of Student Services in the Music Faculty.
- To maintain good, working relationships with the Specialist Co-ordinators, ensuring that they have the support necessary for their roles and that students have access to the widest range of advice and support possible.
- To maintain good consultative contact with all other staff, especially academic teaching staff, programme and course directors the Music Department Heads of Department and Registry staff.
- In co-operation with the Head of Student Services & Accessibility and the Student Adviser [Dance Faculty], to prepare Departmental information documents and leaflets and to arrange their distribution.
- To maintain knowledge of the Departmental procedures as contained in the manual; to advise on them; and to ensure that they are followed.
- To monitor the take-up of services and to provide statistical returns and analyses as required.

- To attend designated meetings, including the chairing and servicing of meetings as arranged.
- To supervise the work of student helpers within the Department.
- To assist the Head of Student Services in the induction of new staff members and in receiving visitors to the Department.
- To undertake any other duties as may reasonably be requested by the Registrar and Director of Academic Services or the Head of Student Services.

6. Departmental Administrator

- Co-ordinating, in conjunction with the Head of Student Services & Accessibility and the Student Adviser [Dance], the revision, production and distribution of the website and Moodle, and other information booklets and leaflets, to staff and students for the beginning of each academic year.
- To prepare and maintain spreadsheet records of departmental expenditure (internally and on external referrals).
- To collate and provide central statistical returns and analyses of departmental budgets as and when required.
- To maintain spreadsheet records of all internal and external hardship and bursary funds/
- To collate and prepare data for returns to Office for Students relating to Hardship Funds, in association with the Finance Department.
- To act as the central point for the distribution of cheques or other payments to students, ensuring that the students concerned acknowledge receipt of such cheques. To liaise with the Student Adviser [Dance] for the distribution of cheques to students in the Dance Faculty.
- To liaise with the Head of Student Services and all members of the Department to ensure that invoices, Purchase Orders etc. are processed promptly and departmental expenditure monitored accurately.
- To maintain a sound working relationship with the Finance Department to ensure efficiency in the management of all aspects of the Department's financial affairs.

Key Working Relationships (if applicable / available)

- Head of Student Services & Accessibility
- Student Advisers and Personal Tutors [Dance Faculty]
- Specialist Co-ordinators/Advisers
- Members of the Registry staff
- Programme and Course Directors
- Heads of Department
- Students' Union

General

- To undertake such other duties and responsibilities as may from time to time reasonably be requested within the level of the post.
- To maintain confidentiality of personal information at all times
- To act with professionalism and integrity at all times in the carrying out any duties for and on behalf of Trinity Laban.
- To abide by the conditions of service relating to Equality and Diversity in force at Trinity Laban Conservatoire of Music and Dance.
- To be able and willing to attend meetings and events outside normal hours, and to travel if requested.

- To be prepared, if necessary, to undertake any of the responsibilities of the post at any of the Institutional locations [Laban, King Charles Court, Blackheath Halls, Laurie Grove].
- To attend any conferences or seminars that may be appropriate to the post.

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.

STUDENT ADVISER (MUSIC) PERSON SPECIFICATION

Criteria	Specification	Essential/ Desirable	Measured By
Education/ Qualifications	Completed first degree, equivalent qualification or professional experience	Essential	Application
Experience	Working in a student/customer facing environment	Essential	Application
	Experience of working in the creative arts	Desirable	Application
Knowledge or Understanding	An aware of the issues that student in higher education today face	Essential	Interview
	Ability to use music notation software and/or read music	Desirable	Interview
Skills and Abilities	Strong IT skills, including MS Office	Essential	Test at interview
	Good level of numeracy and administrative skills	Essential	Test at interview
	Ability to prioritise and organise	Essential	Interview
	Ability to work under pressure to meet deadlines	Essential	Interview
	Ability to work independently and as part of a team	Essential	Interview
	To be supportive and empathise with others	Essential	Interview
Personal Qualities	Approachable, confident and able to engage with students on a wide range of issues	Essential	Interview
	A proactive approach to work	Essential	Interview
	Commitment to our equality and diversity principles	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:	Fixed Term (12 months), Part time 0.6 FTE, subject to a 6-month probationary period.
Hours:	21 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 pro rata p.a., inclusive of a London Weighting Allowance of £3,842 pro rata p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days pro rata p.a., in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
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 Employer's 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.
Cycle to Work:	A cycle to work scheme is operated.
Give as you earn	A give as you earn scheme is operated.
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.

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