

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## PEOPLE SERVICES OFFICER

FULL-TIME, FIXED-TERM

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## PEOPLE SERVICES OFFICER

**Contract: Full-Time, Fixed-Term for 12 months**

**Salary: Grade 5 - £26,689 - £30,183 (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 21<sup>st</sup> 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 post holder will be a member of the People & Organisational Development (POD) Team, providing a professional, proactive, excellent and high-quality customer focussed provision, by supporting People Services across all day-to-day elements of the service. The post holder will also assist in providing advice on terms and conditions of service to employees, and provide front line advice to all new job applicants. The main duties will include administration and support of the employee relations caseload, recruitment and selection process, on boarding of new staff, supporting staff development, as well as maintaining People Services records. The role will also require supporting the delivery of People Services related projects. The successful candidate will need sufficient relevant experience within a HR/ People Services department, and up-to-date knowledge of relevant employment legislation in undertaking the role.

As 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/>

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 supporting document, otherwise we will not be able to consider your application.

**Closing Date: 21 August 2022, 23:59 hours BST**

**Interview Date: 15 September 2022**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 020 8305 9476.

*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

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<b>Post:</b>	People Services Officer
<b>Department:</b>	People and Organisational Development
<b>Reporting to:</b>	Head of People and Organisational Development
<b>Grade:</b>	Grade 5
<b>Contract:</b>	Full-Time, (fixed term for 12 months)

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## PURPOSE OF ROLE

To provide a professional, proactive, excellent and high-quality customer centered provision, by supporting People Services across all day-to-day elements of the service. The post holder will also assist in providing advice on terms and conditions of employment to employees, and provide front line advice to job applicants.

## Main duties

### People Services Processes

- Manage and maintain the HRadmin inbox, allocating queries and requests to colleagues as appropriate
- Keeping all personnel records up to date both electronically and in hard copy where required
- Maintain the POD pages of the intranet, ensuring policies and procedures are up to date and visible in an orderly manner
- Proactively support, and contribute to, the ongoing development and improvement of the HR Management Information system and the eRecruitment system
- Ensure manual and electronic POD filing systems are maintained accurately, including hard copy personal files, the HR Management Information system, and local recording systems, in a timely fashion, including equality data.
- Ensure people management processes are instigated, tracked and monitored including, but not limited to, Right to Work checks, signed contractual documentation, fixed-term contract expiries, probationary reviews, staff performance reviews, induction, and exit questionnaires/interviews
- Ensure the principles of Data Protection are executed and adhered to.

### Employee relations

Assist when and if required the People Services Advisor and other colleagues with the following:-

- Providing advice and support to line managers and staff in respect of employment policies, procedures and employee relations.
- Under the guidance of the People Services Advisor and/or the Head of People and Organisational Development provide assistance when required in supporting the investigative processes and procedures relating to complaints/grievances and disciplinary matters. This will include providing administrative support and undertaking

routine interviews as part of the Trinity Laban procedures.

### **Recruitment, Selection and Appointment Processes**

Assist colleagues with the following:-

- On-boarding processes
- Advice and support to recruiting managers
- Advertising roles
- Right to Work checks
- Offer letters and contracts of employment
- References for new starters

### **Job Evaluation**

- Organise job evaluation panels in line with business needs
- Evaluate roles as a trained Role Analyst and contribute to HERA panels.
- Ensure the Job Evaluation system remains up-to-date

### **Learning & Development**

Assist when required colleagues with the following: -

- Administer and support the staff development application process
- Convene staff development panels to evaluate submitted applications
- Convey panel decisions and outcomes to applicants
- Assist with the booking and facilitation of both external and internal learning/training sessions.

### **POD Systems**

- Proactively support, and contribute to, the ongoing development and improvement of the HR Management Information system, the eRecruitment system and our online Learning Management System (LMS).

### **Project Work**

- Provide support to the POD team as a whole for project work and in relation to individual casework, (including, but not limited to), taking minutes, and drafting correspondence, as directed by the Head of People and Organisational Development.

### **General**

- Answer queries from staff, referring more complex queries to colleagues as appropriate
- Draft a range of correspondence including, but not limited to, contractual documentation, employee relations, staff communications, including mail-outs
- Assist when required in the process of the payroll on a monthly basis, implementing and recording any Conservatoire-wide pay changes as required
- Assist with the formulation and implementation of the department's strategies and work plans
- Assist when required with collation of and administration of performance management processes.
- Deliver briefing sessions to managers and employees on Trinity Laban policies and procedures.
- Prepare papers for, and minute, any Working Groups as required.

### **Professional Development**

- Pursue professional development as appropriate, with the support, advice and guidance of the Head of People and Organisational Development
- Undertake any staff development activity 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 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>

*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.*

Please note that Trinity Laban has a no smoking policy on its premises.

## PEOPLE SERVICES OFFICER PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	A good honours degree or equivalent	Essential	Application
	CIPD or equivalent HR qualification	Desirable	Application
<b>Experience</b>	Working in a customer focused environment	Essential	Application/ Interview
	Employee relations issues	Desirable	Application/ Interview
	Advising and assisting with queries relating to recruitment, performance, absence and other general HR queries	Essential	Application/ Interview
	Dealing directly with people in a busy service environment	Essential	Application/ Interview
	Working in an HR/People Services environment	Essential	Application/ Interview
	Working with a HR or eRecruitment database/s	Essential	Application/ Interview
	Delivering briefing and training sessions on HR related processes and procedures	Desirable	Application/ Interview
	Running recruitment campaigns end to end	Desirable	Application/ Interview
	<b>Knowledge or Understanding</b>	An understanding of the recruitment process and employee onboarding	Essential
A working knowledge of employment law and working practices		Desirable	Application/ Interview
<b>Skills and Abilities</b>	Able to manage own workload and meet a range of conflicting deadlines	Essential	Test
	Ability to handle sensitive and confidential information with complete discretion	Essential	Interview
	Excellent IT skills, including Microsoft Office and web based information	Essential	Test
	Able to assess information from different sources and make independent decisions	Essential	Test
	Ability to deliver on set/agreed goals and objectives	Essential	Test
	Good attention to detail	Essential	Test
	<b>Personal Qualities</b>	A proactive and flexible approach to tasks and activities	Essential
Initiative, self-confidence and communication		Essential	Test/ Interview
A collaborative team player		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

<b>Contract:</b>	Full-time, fixed-term for 12 months subject to a 3-month probationary period.
<b>Hours:</b>	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Occasional evening or weekend working may be required during busy periods, for which time off in lieu will be given.
<b>Location:</b>	<p>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).</p> <p>For this role we are open to discussing the possibility of hybrid working, flexible start and finish times, or compressed hours. Please wait until the job offer stage before asking us about flexibility and we will explore what's possible for the role.</p>
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 -21, £26,689 - £30,183 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.
<b>Holidays:</b>	25 days per annum in addition to Statutory, Bank and Public Holidays.
<b>Sick Pay:</b>	Trinity Laban operates its own sick pay scheme. Details will be made available to the successful candidate via our Conditions of Service.
<b>Pension Scheme:</b>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 9.8% of their pensionable salary with the Conservatoire paying the Employer's contribution, currently at the rate of 21.4% of pensionable salary.
<b>Learning &amp; Development:</b>	A range of Learning and Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available at the Laban Building, subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Free weekly Pilates classes and reduced rates for access to our Adult Classes.
<b>Eye Care:</b>	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 17<sup>th</sup>-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 [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)