

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

EXECUTIVE ASSISTANT, PRINCIPAL'S OFFICE JOB DETAILS – CONTENTS

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EXECUTIVE ASSISTANT TO THE PRINCIPAL - PRINCIPAL'S OFFICE
FULL – TIME, PERMANENT
SALARY: £39,290 – £46,112 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.

An exciting opportunity has arisen to work closely with the Principal of Trinity Laban as his Executive Assistant. In this key role, the post holder will support the Principal in accomplishing all aspects of his portfolio and hold the strategic overview for the delivery of work within the Principal's Office, which also includes the Directors of Music and Dance, Senior PA to the Faculty Directors, Executive Support Administrator & two Dance Programme Administrators.

To join our team, you will be educated to degree level and have previously held a similar role either in an HEI or arts environment. You will have excellent communication skills and organisational abilities and the capability to deal with a busy and varied workload. You will also be an enthusiastic team worker with commitment and reliability. Experience and knowledge of working in a specialist institution is desirable, in particular in the fields of music and/or dance.

As an equal-opportunities 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 within 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: 23:59 hours BST, Monday 20th March 2023 (No Agencies)

Interview date: Friday 31st March 2023

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer at 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:	Executive Assistant to the Principal
Department:	Principal's Office
Reporting to:	Principal
Staff Responsibility:	Senior PA to the Directors of Faculty Executive Support Administrator Programme Administrators – Dance (Postgrad & Undergrad)
Grade:	Grade 7

PURPOSE OF THE POST

The Principal's Office comprises the Principal, Director of Music and Director of Dance. The post-holder will provide confidential administrative support to the Principal's Office, in particular, supporting the work of the Principal and the Executive team.

The post-holder will also hold the strategic overview for the delivery of work within the Principal's office, ensuring that the execution of this work as well as the responsibilities of the Principal and Directors of Faculty are met. The post-holder will also, in conjunction with the Senior PA to the Faculty Directors, ensure the smooth and efficient running of all aspects of the Principal's Office and that the department is well regarded for its effectiveness and efficiency.

KEY RESPONSIBILITIES

- Responsible for overall leadership of confidential administrative support to the Principal's Office, including managing complex diary commitments, arranging internal and external meetings, making domestic and international travel plans and dealing with a wide range of issues in respect of the Principal's and Directors of Faculty work.
- Email management on behalf of the Principal including regular monitoring and prioritising of emails, delegation of emails to appropriate staff members and responding to queries on behalf of the Principal within agreed parameters.
- Work closely with the Executive Team on a key strategic area including reputational & confidential crisis management, diversity & inclusion and other emerging issues.
- Regular project management and collaboration with Brand & Communication and Corporate Affairs teams, focussing on staff & student communications, fundraising & donor development, public affairs relationship building and student recruitment (international & UK based).
- Draft correspondence including all staff and student emails, letters and reports on

behalf of the Principal. Work closely with the Director of Corporate Affairs and Head of Brand & Communications to ensure all communications are delivered according to the internal communications plan.

- Manage and support the duties of the Senior PA & Executive Support Administrator in conjunction with the Directors of Faculties. Oversee and be responsible for the delivery of this support, ensuring workflows and time allocations accord with the Conservatoire's strategic priorities and changing day-to-day needs.
- Support the two Dance Administrators with regular team and 121 meetings as well as professional development opportunities and pastoral care.
- Plan the agenda, take the minutes and participate in the weekly Executive Communications Team meetings. Ensure accurate arrangement of meeting schedules, prompt completion of minutes and follow up on all agreed action points with colleagues, as well as ensuring clear communication with the Executive Team.
- Event management of various events including annual Graduation ceremonies, key profile-raising events, staff socials/town halls & cross faculty events. Work in collaboration with all departments to ensure successful delivery of these key events.
- Manage and monitor the Principal's Office budget including setting of annual budgets, monitoring monthly spend, posting items (invoices and purchase orders) to the financial management system Agresso, ensuring that all such matters are processed efficiently.
- Process monthly credit card statements and expenses on behalf of the Principal and to ensure that the Executive Team expenses are authorised efficiently by the Principal.
- In conjunction with the Director of Corporate Affairs, Registrar and Principal, liaise with and support the Chair of Trinity Laban as well as the other Board members to ensure that they can carry out their roles in an effective and efficient manner. Act as a key communication channel for the Chair of Governors & Board to the Principal and senior executive team and other colleagues
- Establish effective working relationships and channels of communication with internal and external stakeholders.
- Assess and prioritise the workload of the Principal's Office and to plan for its efficient discharge.
- Facilitate liaison between the Principal's Office and other departments in the Faculties of Music and Dance to ensure cross-faculty communication and dissemination of information.
- Represent the Principal's Office to all external and internal stakeholders whereby the perception of these individuals is of a well ordered and efficient department that is responsive and alert to their requirements and enquiries.
- Undertake such project work as may be required by the Principal and Executive Team members.
- Review and advise the Principal on all Institution-wide protocols and procedures affecting the smooth running of the institution's administration as required.
- Maintain an accurate and up to date filing system for the Principal, both paper & online.

- Identify and initiate staff development opportunities for Principal's Office staff within line management remit.
- Develop administrative systems to support the Principal in their strategic leadership of the Conservatoire.
- Deputise for the Senior PA providing administrative support to the two Directors of Faculty (Music & Dance), when required and appropriate, including taking notes at faculty meetings and overseeing diary management.
- Facilitate liaison between the Principal's Office and other departments in the Faculties of Music and Dance to ensure cross-faculty communication and dissemination of information.
- Receive and sort incoming mail for the Principal, Chair and Board members.
- Be familiar with external agencies (e.g. HEFCE, QAA, London Higher, HESA, CUK, ACE) and partnership organisations. Keep up to date with published information relating to the higher education sector, particularly music and dance (e.g. TEF, REF, RDAP, RISTA, AUA, and NSS) and keeping knowledge of administrative processes current and sharing best practice across the administrative network.

THE POST HOLDER MUST:

- At all times, be committed to Trinity Laban's Equality and Diversity Policy and actively promote equality;
- 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>

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 staff members are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

**EXECUTIVE ASSISTANT, PRINCIPAL'S OFFICE
PERSON SPECIFICATION**

Criteria	Specification	Essential/ Desirable	Measured By	
Education/ Qualifications	Good academic record up to completed first degree or equivalent	Essential	Application/Interview	
	Appropriate professional qualifications/training	Desirable	Application/Interview	
Experience	Senior level administrative support including extensive diary management, committee servicing and information gathering	Essential	Application/Interview	
	Handling confidential information and communications in a sensitive and effective manner	Essential	Application/Interview	
	Leading and managing projects	Essential	Application/Interview	
	Drafting correspondence, reports and presentations	Essential	Application/Interview	
	Experience of managing a team of administrative staff	Essential	Application/Interview	
	Knowledge or Understanding	Of the Higher Education sector	Essential	Application/Interview
		Music and/or dance training	Desirable	Interview
The specialist institution sector		Desirable	Interview	
Agresso Finance System experience		Desirable	Interview	
Skills and Abilities	Excellent planning, organisational and project management skills (including attention to detail)	Essential	Application/Interview	
	Excellent written and verbal communication skills	Essential	Application/Interview	
	Computer literacy, MS Office Suite	Essential	Application/Interview	
	Ability to manage multiple projects	Essential	Application/Interview	
	Ability to demonstrate a high level of commitment as well as problem solving skills	Essential	Application/Interview	
	Excellent interpersonal skills	Essential	Application/Interview	
	Ability to maintain high levels of confidentiality as appropriate	Essential	Application/Interview	
	Personal Qualities	Ability to prioritise a varied and busy workload and meet deadlines	Essential	Application/Interview
Friendly and professional approach to internal and external colleagues and stakeholders		Essential	Application/Interview	
Ability to quickly and smoothly adapt to a way of working with the Principal which		Essential	Application/Interview	

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

	provides the optimum level of support		
	Enjoys working within a team and independently	Essential	Application/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:	Permanent, full-time subject to successful completion of six-month probationary period.
Hours:	Normal working hours are 35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday (with a daily lunch break of one hour). Working hours will remain the same each week, once agreed with the Principal's Office team.
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 7, Incremental Points 30 - 36, £39,290 - £46,112 p.a., inclusive of a London Weighting Allowance of £3,957p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days per annum in addition to Statutory, Bank and Public Holidays.
Sick Pay:	Trinity Laban operates an Occupational Sick Pay Scheme with benefits in excess of the Statutory Sick Pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 9.8% of their pensionable salary The Conservatoire pays the Employer's contribution currently at the rate of 21.4% of pensionable salary.
Staff Development:	A range of Learning and 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:	Free weekly yoga and Pilates classes and reduced rates for 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 & 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 King Charles Court, 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. Staff and 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