

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Research Administrator

Part Time, Fixed Term (6 months)

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

RESEARCH ADMINISTRATOR

Contract: Part Time, Fixed Term

Salary: £31,886 - £38,265 p.a. pro rata (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.

Trinity Laban's research expertise is currently focused on several groupings, including creative practice research (composition, choreography and performance); scientific and psychological approaches to music and dance, and traditional text-based scholarship.

As an equal opportunity 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.

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: Tuesday 4 April 2023, 23:59 hours BST, (No Agencies)

Interview Date: Wednesday 19 April 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 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:	Research Administrator
Department:	Registry (Academic Administration)
Reporting to:	Assistant Registrar (Academic Administration)
Grade:	6
Contract:	Part-Time, fixed term (6 months)

PURPOSE OF ROLE

The main purpose of the post is to provide administrative support for research activities across the Institution, including:

- research projects and preparations for the Research Excellence Framework Exercise (REF)
- support for leaders of research projects and activities, as determined by the line manager
- pre-and post-award budget support
- administration of the Research Degrees Programme (within the Academic Registry)
- Serving Trinity Laban research committees (within the Academic Registry).

Main duties

The main duties of the Research Administrator are:

- A) To provide administrative support for the institution's research activities including:
- Answering queries, and arranging data collection trips, liaising with external organizations.
 - Assisting in the compilation of research progress reports and funding applications.
 - Supporting leaders of research projects/principal investigators, as determined by the line manager.
 - Maintaining research web-pages.
 - Preparing promotional materials, liaising with the Marketing Department.
- B) To administer the Research Degrees programme, ensuring the effective administration of registration, progression and other academic administrative processes, within the requirements of the Academic Registry and the institutional validating partner.
- C) To provide support with budget preparation and financial monitoring, liaising with

specialist staff in the Finance and HR Departments as appropriate.

- D) To play a significant role in the organization of conferences, symposia and other events.
- E) To support the institution's preparations for REF.
- F) To act as secretary to Trinity Laban committees (for example, the Research Degrees Programme Committee; the Research Committee and the Research Board), as determined, from time to time, by the Academic Registrar.
- G) To support the work of the Academic Administration team as required.
- H) To carry out any other reasonable duties as determined by the line manager.

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>

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.

RESEARCH ADMINISTRATOR PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A degree and/or relevant work experience	Desirable	Application
Experience	Some academic background in Dance, Music or the Performing Arts	Desirable	Application
	Experience of administrative role in a similar environment	Desirable	Application
	Experience of financial and budget monitoring	Desirable	Application
	Committee servicing, including agenda writing and taking minutes	Essential	Application
	Experience of web-publishing	Desirable	Interview
	Collaboration with other disciplines / departments	Desirable	Interview
	Experience in organising projects	Essential	Interview
Knowledge or Understanding	Familiarity with JeS online submission interface	Desirable	Interview
	An understanding of equal opportunities and the promotion of diversity	Essential	Application
Skills and Abilities	Ability to prioritise and work proactively	Essential	Application
	The ability to work well under pressure and find solutions to problems	Essential	Interview
	Ability to use initiative, set sound priorities for handling a varied work load and to work flexibly with minimum supervision	Essential	Interview
	Excellent organisational and administrative skills	Essential	Interview
	Excellent oral and written skills	Essential	Interview & Test
	Strong IT skills	Essential	Test
Personal Qualities	Collaborative team player/excellent inter-personal skills	Essential	Interview
	Proven commitment to continuous improvement of services	Essential	Interview
	Adaptable approach to new challenges and ability to manage change	Essential	Interview

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Part-time Fixed term for 6-months subject to a 1-month probationary period.
Hours:	21 hours per week (0.6 FTE), 3.5 days per week (usually Tuesday, Wednesday and Thursday) between the hours of 9.00am to 5.00pm 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 across the Conservatoire at the Faculty of Music (King Charles Court, Old Royal Naval College), Blackheath Halls (Lee Road, London) and the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £31,886 - £38,265 p.a. (pro rata), inclusive of a London Weighting Allowance of £3,957 p.a. (pro rata). Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. pro rata, 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, if they meet the qualifying criteria. Employees contribute at the rate of 9.8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 21.6% of pensionable salary.
Learning & 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:	Free yoga and Pilates classes as well as 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