

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

HUMAN RESOURCES ADMINISTRATOR

**Full-time, Fixed-term for 1 year (Maternity
Cover)**

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

HR ADMINISTRATOR

Contract: Full-time, fixed-term for 1 year (Maternity Cover)

Salary: £22,422 - £24,634 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.

You will provide professional day-to-day administrative support to a Human Resources Team of five people, to support the provision of an effective, efficient and customer-focused HR service across Trinity Laban. Your main duties will include supporting the recruitment and selection process, staff development, as well as maintaining HR records. The role will also require supporting the delivery of HR related projects. The successful candidate will need to have an awareness of relevant employment legislation in undertaking the role.

With a strong attention to detail, you will have good interpersonal skills and the ability to work both independently and as part of a team. Good MS Office skills and experience of using a HR database or similar recording system are required. You must be able to both work under pressure and meet deadlines, whilst progressing a number of different and separate tasks simultaneously. An understanding of the need for confidentiality and the ability to handle sensitive and confidential information is essential.

Our Human Resources department is currently transitioning into People and Organisational Development. The new administrator will support service delivery across the team.

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 29 October 2018 (No Agencies)

Interview Date: 09 November 2018

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Chloe Roper, People Services and Resourcing Officer on 0208 305 4382.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City University, 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:	HR Administrator (Maternity Cover)
Department:	Human Resources – People and Organisational Development
Reporting to:	HR Manager
Grade:	Grade 4

JOB PURPOSE

To provide professional day-to-day administrative support to the Human Resources Team, to support the provision of an effective, efficient and customer-focused HR service across Trinity Laban.

This role will support the front-line HR service, directly contributing to a high standard of customer service delivery.

MAIN DUTIES

As directed, the post holder will support the work of the People and Organisational Development Team with guidance, which may include one or more of the following at any time:

Recruitment and Selection

- Be the first point of contact for routine recruitment and selection queries from external and internal customers, including applicant enquiries
- Facilitate the recruitment process via the eRecruitment system; advertising new jobs, sending interview invites, offer letters and contracts of employment
- With guidance, support the arrangement of pre-employment clearances, for instance, drafting reference requests, and contacting referees to ensure receipt
- As directed, conduct Right to Work checks and verify qualifications
- Support the on-boarding process of new starters

Staff Development

- Process booking for staff development events and make associated practical arrangements, including preparing materials, booking rooms, arranging AV/IT equipment
- Issue staff development evaluation forms, and send reminders to staff for completion
- Collate information on staff development needs
- Monitor the completion of online training, for instance, equality and diversity and safeguarding, and send reminders to staff for completion

HR Records

- Ensure manual and electronic HR filing systems are maintained accurately and in line with GDPR and data protection regulations; ranging from hard copy personal files, the HR management information system, to local recording systems, in a timely fashion, including equality data.
- Track and monitor the completion of people management processes, from probationary reviews, staff performance reviews, induction, to exit questionnaires/interviews. Remind managers and staff of the requirement to undertake these processes and follow up where necessary
- Under the guidance of HR colleagues, contact staff to ensure receipt of key documentation, for instance, signed contractual documentation

General

- Answer basic queries from staff, for instance, annual leave entitlement, location of policies, details of staff development events
- Draft basic correspondence on behalf of the HR Team, for example, correspondence to job applicants, acceptance of resignation letters, change in contract letters, casual and temporary worker engagement letters and employment contracts.
- Support the undertaking of staff communications across Trinity Laban, for example, mail merges, mail-outs, record-keeping
- Undertake filing for the HR Team
- Providing general administrative assistance to HR colleagues, including arranging meetings, room bookings, photocopying, minute-taking, filing and supporting mail-outs
- Receiving and sorting incoming mail to the HR Department

Project Work

- Provide administrative support to HR colleagues for project work and in relation to individual casework and wider Trinity Laban HR initiatives
- Update the HR intranet pages
- Request Higher Education Statistics Agency (HESA) identifiers from other Higher Education Institutions and support the submission

Professional Development

- Pursue professional development, with the support of the HR Manager
- Undertake any staff development activity that may be appropriate to the post – such as GDPR training which will be provided

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.

PERSON SPECIFICATION - HR ADMINISTRATOR

Criteria	Specification	E/D	Measured By
Education/Qualifications	Educated to A level standard or equivalent, or demonstrable learning gained through work experience (which may include short courses)	Essential	Application form
Experience	Using a database or similar data recording system	Essential	Application form
	Administrative experience in an office environment	Essential	Application form
	Working in a customer/client focused environment	Desirable	Application form, Interview
Knowledge or Understanding	An understanding of the purpose of a HR Department	Desirable	Interview
	An understanding of what constitutes good customer service	Desirable	Interview
	Adheres to confidentiality, including ability to handle sensitive and confidential information, and knowledge of Data Protection issues	Essential	Application form, Interview
Skills and Abilities	Good interpersonal skills (phone, email/letter, face-to-face) and the ability to deal with both external and internal customers professionally and confidentially	Essential	Application form, Interview, Test
	Ability to meet deadlines, whilst progressing a number of different and separate tasks simultaneously	Essential	Application form, Interview, Test
	Ability to prioritise tasks and take ownership of workload	Essential	Test/ Interview
	Good MS Office skills, including e-mail, Excel and Word	Essential	Application form, Interview, Test
	A strong attention to detail	Essential	Test
	Ability to work both independently and as part of a team, including providing support to colleagues	Essential	Application form / Interview
Personal Qualities	A proactive and flexible approach to work	Essential	Application form / Interview
	An interest in HR	Desirable	Interview

Applicants for this role must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY

Contract:	Fixed-term for 1 year (Maternity Cover), full-time, subject to a six-month probationary period.
Hours:	Normal working hours are 35 hours per week (with a daily lunch break of one hour) usually from 9.00 am – 5.00 pm Monday to Friday.
Location:	You will be based at the Faculty of Dance (Laban Building, Creekside, SE8 3DZ), but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College, SE10 9JF).
Salary:	Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 11 - 15, £22,290 - £25,132 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	25 days p.a., in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% of pensionable salary.
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.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
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