

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

SCHEDULING ADMINISTRATOR

Full-Time, Permanent

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SCHEDULING ADMINISTRATOR

Contract: Full-Time, Permanent

Salary: £25,735 - £29,200 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.

This post offers an exciting opportunity to work in an innovative, high profile dance organisation. Through assisting with the day-to-day running of the Scheduling Department, this role is pivotal for all Trinity Laban activities, ensuring harmony between academic delivery of teaching and other wide ranging events. Key responsibilities include rehearsal space scheduling for staff and students, coordinating programme of study timetable changes, taking internal space bookings and arranging staff cover for absences.

Ideally with administrative experience in an academic institution, you will have strong interpersonal skills and be able to demonstrate tact in resolving challenging problems. A strong attention to detail required and experience of organising/ managing complex schedules/calendars/database is essential.

As an 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/>

Closing Date: 23:59 hours BST, Tuesday 8th January 2019

Interview Date: Thursday 17th January 2019

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 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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| Post: | Scheduling Administrator |
| Department: | Scheduling |
| Reporting to: | Assistant Registrar (Scheduling) |
| Grade: | 5 |
| Contract: | Full-Time, Permanent |

PURPOSE OF ROLE

The Scheduling Administrator will carry out range of functions and tasks to assist the Assistant Registrar (Scheduling) with the day-to-day running of the Trinity Laban, Scheduling Department which is based within the Registry.

Main duties

1. Assisting the Assistant Registrar (Scheduling) with the day to day running of the Scheduling Department
2. Operating the Celcat timetabling database, interpreting and manipulating timetabling data and bookings, ensuring consistency and accuracy
3. Recording and co-ordinating space resources accurately on the Celcat database for non-curricular bookings such as auditions, open days, commercial events and alumni bookings and other TL business requirements
4. Provide a point of contact for staff with timetable or space booking enquiries
5. Arranging teaching staff cover for technique classes, building and maintaining relationship with teaching staff and keeping accurate records of teaching cover
6. Liaising with the Technique Graduate Assistant for classes to be covered due to staff absences
7. Managing amendments to student, staff and musician timetables as required and ensuring changes are actioned and communicated
8. Providing a point of contact to student space representatives regarding their programme of study rehearsal space requirements
9. Managing the rehearsal space booking processes and monitoring the use of space to ensure space is fairly and evenly distributed
10. Communicating rehearsal space procedures to staff and students and training as required

11. Liaising with the Musician Co-ordinator and assisting with maintaining musicians are recorded accurately in the technique classes
12. Reporting to payroll regarding musicians hours
13. Liaising and assisting with Registry as required on matters relating to scheduling data, student group lists, induction timetables and registers
14. Liaising and assisting the Learning and Participation regarding availability of space for their programme and project requirements
15. To undertake other such other duties and responsibilities as required by the line manager across the Trinity Laban Registry within the level of 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.

PERSON SPECIFICATION – SCHEDULING ADMINISTRATOR

| Criteria | Specification | E/D | Measured By |
|-----------------------------------|--|-----------|-------------|
| Education/Qualifications | To A-level standard or equivalent level qualification | Essential | Application |
| | Degree level or equivalent qualification, or proven track record obtained through experience | Desirable | Application |
| Experience | Administration in an academic institution (further or higher education) | Desirable | Application |
| | Organising/managing complex schedules/timetables/calendars/diaries | Essential | Application |
| Knowledge or Understanding | The factors to be taken into consideration when planning timetables/schedules for academic institutions | Essential | Application |
| | Interest in dance and the performing arts | Desirable | Application |
| Skills and Abilities | A strong attention to detail (a high level of accuracy) | Essential | Application |
| | Good analytical and problem solving skills (a proactive approach to problem solving) | Essential | Interview |
| | Strong MS Office skills and the ability to work with a database | Essential | Application |
| | Strong planning and organisational skills including the ability to prioritise a busy workload | Essential | Interview |
| | Strong verbal and written communication skills (to communicate with internal and external customers/staff at all levels) | Essential | Interview |
| | Able to work efficiently and effectively under pressure to meet deadlines | Essential | Application |
| | Ability to respond empathetically, calmly and diplomatically in challenging situations | Essential | Interview |
| Personal Qualities | Excellent interpersonal, team and networking skills (an approachable manner) | Essential | Interview |
| | Ability to work using own initiative | Essential | Interview |
| | A flexible approach to work | Essential | Interview |
| | An awareness of the issues relating to data confidentiality and the ability to apply these | Essential | Interview |

Applicants 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 AND STAFF BENEFITS

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| Contract: | Full-Time, Permanent subject to a 6 month probationary period. |
| Hours: | 35 hours per week (1FTE), usually from 08.30 am to 16.30 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 Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval college). |
| Salary: | Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200 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. |
| Holidays: | 25 days, 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. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% 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. |
| 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. |
| Childcare: | Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the People & OD Department. |
| 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