

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PEOPLE SERVICES AND RESOURCING OFFICER

Full-Time, Permanent

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PEOPLE SERVICES AND RESOURCING OFFICER

Contract: Full-time, Permanent

Salary: £25,735 - £29,200 (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.

The post holder will be a member of the People Services Team, providing a professional and customer-focused People Service across Trinity Laban. The department provides an effective and efficient day to day service on all areas of Human Resources. The main duties will include managing the 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 Human Resources 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.

The department is faced with exciting and changing times. The new team member will have the opportunity to be involved in the development of the department, along with using their expertise and knowhow to help lead the change.

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, 14 February 2019 (No Agencies)

Interview Date: 25 February 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 4382.

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:	People Services and Resourcing Officer
Department:	People Services and Organisational Development
Reporting to:	Head of People Services
Grade:	Grade 5
Contract:	Full-Time, Permanent

PURPOSE OF ROLE

To provide 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.

Main duties

Recruitment, Selection and Appointment Processes

- Manage and maintain the eRecruitment system efficiently and effectively, working alongside the People Services Administrator
- Manage and execute the full recruitment cycle from vacancy to induction. Responsible for the probation processes of all new starters.
- Ensure on-boarding is tracked and completed for all new starters.
- Provide advice and support to recruiting managers. This includes agreeing and actively contributing to a recruitment plan, providing advice on a choice of advertising media, as well as appropriate selection methods, and selection panel composition.
- Arrange pre-employment clearances, within strict timescales.
- Advertise roles, internally and externally to legal and ethical standards and practices.
- Conduct Right to Work checks, and ensure all documentation is verified and maintained in alignment with strict UKVI requirements
- Create and send offer letters and contracts of employment for new starters

Job Evaluation

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

Staff Development

- Administer and support the academic staff development application process
- Convene academic staff development panels
- Convey academic development decisions and outcomes to applicants.

HR Systems

- Proactively support, and contribute to, the ongoing development and improvement of the HR Management Information System and the eRecruitment system
- Ensure manual and electronic People Services 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 GDPR are executed and adhered to.

Project Work

- Provide support to the People and Organisational Development team 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 Services.

General

- Arrange Disclosure and Barring Service (DBS) checks for appropriate roles.
- Answer queries from staff, referring more complex queries to colleagues as appropriate
- Draft a range of correspondence including, but not limited to, recruitment and selection, contractual documentation, as well as staff communications, including mail-outs, across Trinity Laban, for instance, in relation to the annual pay review process
- Process the payroll on a monthly basis, implement any Conservatoire-wide pay changes as required
- Assist with the implementation of People Management strategies
- Provide note taking support to formal people and performance management meetings.
- Deliver training sessions to leaders and employees on HR policies and procedures.
- Prepare papers for, and minute, any Working Groups as required.

Professional Development

- Pursue professional development as appropriate, with the support of the Head of People Services
- 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>

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.

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.

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A good honours degree or equivalent	Essential	Application
	CIPD or equivalent HR qualification	Desirable	Application
Experience			
Experience	Working in a customer/client focused environment	Essential	Application/ Interview
	Working on a caseload of employee relations issues	Desirable	Application/ Interview
	Advising and assisting with employment queries relating to recruitment, performance, absence and other HR related queries	Essential	Application/ Interview
	Experience of dealing directly with the public and/or clients in a busy service environment	Essential	Application/ Interview
	Experience of working in an HR environment	Essential	Application/ Interview
	Experience of working with an HR or eRecruitment database	Essential	Application/ Interview
	Experience of developing and delivering briefing and training sessions on HR related processes	Desirable	Application/ Interview
	Experience of running recruitment campaigns end to end	Essential	Application/ Interview
	Knowledge or Understanding		
Knowledge or Understanding	An understanding of the recruitment process and current trends	Essential	Application/ Interview
	A working knowledge of employment law and working practices	Essential	Application/ Interview
Skills and Abilities			
Skills and Abilities	Able to manage workload to 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
	Ability to prioritise own work, and use own initiative in order to manage conflicting deadlines, without supervision	Essential	Test
	Able to assess information and make decisions	Essential	Test
	Ability to deliver results and effectively manage and prioritise own workload	Essential	Test
	Personal Qualities		
Personal Qualities	A proactive and flexible approach to work	Essential	Interview
	Organised, confident, analytical with attention to detail	Essential	Test/ Interview
	An effective team player	Essential	Interview

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract: Full-time, permanent subject to a 6 month probationary period.

Hours:	35 hours per week, usually from 9.00 am to 5.00 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 Employers 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.
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