

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Assistant Registrar (Scheduling)

Full-time, Permanent

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Assistant Registrar (Scheduling)

Contract: Full-time, Permanent

Salary: £39,290 - £46,112 (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 postholder will be responsible for the development and delivery of effective timetabling systems and processes that ensures students are able to progress through their chosen programme of study and that enhance the student experience. The post-holder will act as the principal contact and coordinator for the use of space for teaching delivery working closely with academic and administrative staff to ensure it used at optimum levels. The postholder will also focus on continuous improvement of the scheduling function at Trinity Laban, leading any review of systems and processes.

As an equal opportunity 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 to 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 14th November 2022 (No Agencies)

Interview Date: 21st November 2022

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, People Services and Resourcing 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:	Assistant Registrar (Scheduling)
Department:	Registry
Reporting to:	Deputy Registrar
Grade:	7
Contract:	Full-Time, permanent
Line management:	Scheduling Manager, Scheduling Administrator

PURPOSE OF ROLE

- To manage the scheduling team across Trinity Laban.
- To coordinate delivery of the academic timetable in a timely manner, liaising with key stakeholders and coordinating required information.
- To lead on the ongoing enhancements to scheduling processes across the institution.

Main duties

1. Ensure effective use of the Trinity Laban estate to deliver the academic timetable and related activities.
2. Deliver the annual academic calendar for the institution, including the five-year projected term dates.
3. Provide required teaching and musician hour information to Payroll monthly as required.
4. Liaise with colleagues to support the delivery of new programmes, supporting the implementation and effect use of space.
5. To oversee the scheduling of Trinity Laban institutional activity including induction, CoLab and summer schools.
6. To engage with external meetings and events relating to best practice in scheduling and to contribute to relevant networks.
7. To develop documentation for staff and students relating to the use of scheduling software and provide in-house training where necessary.
8. Develop and implement an institutional policy on scheduling and space booking.
9. Work across the institution and liaise with key stakeholders in relation to the use of space and scheduling software.

Other

- To undertake any other duties that may reasonable be required by the Registrar and/or Deputy Registrar.
- Maintain an up to date knowledge of HE sector related issues and developments in the management of scheduling at other HEIs.

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.

ASSISTANT REGISTRAR (SCHEDULING)

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Degree level or equivalent qualification, or proven track record obtained through experience	Essential	Application
Experience	Scheduling in an academic institution (further or higher education)	Essential	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
	Experience of Celcat timetabling software	Desirable	Application
	Line management experience	Desirable	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
Special Working Requirements	This is a hybrid role, with a minimum expectation of 2-3 days per week in the office. At occasional points in the year there may be the requirement to work anti-social hours.	Essential	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:	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 Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside). However, there is the potential to work in a hybrid manner, subject to agreement.
Salary:	Trinity Laban Staff Salary Scale, Grade 7, Incremental Points 30 - 36, £39,290- £46,112p.a., inclusive of a London Weighting Allowance of £3,842 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
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 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer's contribution currently at the rate of 21.1% 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.
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