

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

PROGRAMMES ADMINISTRATOR

FULL-TIME, PERMANENT

JOB DETAILS - CONTENTS

Page 2 Advertisement

Page 3 Job Description

Page 6 Person Specification

Page 7 Conditions of Service Summary and
Staff Benefits

Page 8 Information on Trinity Laban
Conservatoire of Music and Dance

PROGRAMMES ADMINISTRATOR

Contract: Full-Time, Permanent

Salary: £28,672 to £32,088 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.

Working within the Academic Administration team, the Programmes Administrator will work closely with Programme Leaders and faculty management to support the operation of undergraduate and postgraduate programmes. The postholder will mainly co-ordinate the management of the postgraduate programmes in the Faculty of Dance, but may be required to support all programmes as necessary. Working with a team of three other Programmes Administrators, within the larger Registry team, the post is based in the Registry office at King Charles Court but will also be required to contribute to student enquiry services at the Laban Building, and to work at other Trinity Laban sites as required.

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: 23:59 hours BST, Sunday 4 June 2023 (No Agencies)

Interview Date: Friday 16 June 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:	Programmes Administrator
Department:	Registry
Reporting to:	Academic Administration Manager (Programmes)
Grade:	5
Contract:	Full time, permanent

PURPOSE OF ROLE

- To carry out a variety of administrative functions contributing to the efficient day-to-day running of the Registry Department and HE Programmes across the Faculties of Music and Dance.
- This post is based within the Academic Administration team and involves working closely with Programme Leaders and faculty management to support the operation of undergraduate and postgraduate programmes. The postholder will be mainly based in the Registry office at King Charles Court but may also be required to contribute to student enquiry services at the Laban Building, and to work at other Trinity Laban sites as required.
- To be responsible for dealing discreetly and efficiently with confidential information with regards to staff, students and external contacts and acting with an appropriate degree of individual initiative.
- Flexible working may be required during busy periods for which time off in lieu will be given.

Main duties

1. General Administration

- To maintain effective communication and to be the primary point of contact for programme related matters for other staff, students, and external contacts.
- To maintain relevant pages on Moodle, the staff intranet and Trinity Laban website, as required.
- To assist in the day-to-day operation of the Registry office, including taking telephone enquiries, email enquiries and staffing the student enquiry desks at King Charles Court and Laban Building on a rota basis.
- To support assessment processes, including the operation of Music recitals, engagement of internal and external assessors and arrangements for the return of feedback to students.
- To produce and distribute certificates, transcripts and other official student documents.
- To update the student records system (database), inputting enrolment information,

assessment results and updating records when required and ensuring HESA fields are completed appropriately.

- To operate Additional Consideration procedures, servicing and attending meetings as required and notifying students of the result of their application.
- To operate monitoring procedures for student absences, developing such procedures to comply with UK Visas and Immigration regulations for student visas and ensure that Trinity Laban fulfils its obligations as a Student Sponsor.
- To support use of the online register system, producing management reports as required.
- To assist with preparations for, and the operation of, registration, induction and graduation events, as required.
- To work with the other academic administration staff to maintain consistent standards and level of service.

2. Programme Administration

- To support the faculties in the effective and efficient management of the undergraduate and postgraduate programmes, including the support of Programme Leaders to ensure that decisions relating to academic content and delivery are implemented and maintained as required.
- To act as Secretary to the programme committees and other meetings as required.
- To assist the Academic Administration Manager with the preparation of sample assessments for External Examiners and arrangements for visits during the year.
- To prepare assessment results and reports for Interim Assessment Panels and Assessment Boards and to attend meetings as required.
- To ensure that curriculum and assessment records for programmes are accurately represented in Moodle and Agilit-e, working in collaboration with the Digitally Enhanced Learning (DEL) team and the Systems team within the Registry.
- To gather and update information for the preparation and production of programme handbooks and other documentation for students.
- To participate in enrolment and module registration processes.
- To liaise with the Finance department regarding student fee liability.
- Within the provisions of the Data Protection Act and the Freedom of Information Act, to liaise with third parties on behalf of students (Home Office, sponsors, etc).

3. Quality Assurance

- To administer evaluation procedures (both written and oral) for modules and programmes.
- To assist in the production of reports related to monitoring procedures.
- To assist in the coordination of validation and re-validation events and internal programme, Faculty and subject reviews.
- To assist in the preparation of documentation and materials for outside institutions such as, but not limited to, UKVI, OfS and QAA.

Other

- To undertake any other duties, which may reasonably be required by the Assistant Registrar across the Trinity Laban Registry.

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.

PROGRAMMES ADMINISTRATOR PERSON SPECIFICATION

Criteria	Specification	Essential/ Desirable	Measured By
Education / Qualifications	A good honours degree or equivalent work experience	Essential	
Experience	Experience of working in an administrative role	Essential	Application
	Experience of servicing meetings and minute writing	Desirable	Application
	Experience of organising and prioritising tasks in a systematic way	Essential	Test
	Experience of working under pressure and to deadlines	Essential	Interview
	Experience of providing a high level of service to internal and external customers	Essential	Interview
Knowledge or Understanding	Knowledge of Higher Education administration processes	Desirable	Interview
	Understanding or knowledge of the arts (music or dance) or arts-related education	Desirable	Application
	Knowledge or understanding of dealing with confidential information using sensitivity and tact	Essential	Interview
Skills & Abilities	Excellent IT skills – proficient in Microsoft office (to a minimum of intermediate standard in Word, Excel and Outlook)	Essential	Application
	Knowledge of using and working with databases	Desirable	Application
	High level of numeracy and accuracy	Essential	Test
	Excellent written and verbal communication skills	Essential	Application & Interview
Personal Qualities	An understanding of the appropriate levels of authority and when issues or problems should be escalated through the appropriate management structures.	Essential	Interview
	Self-motivated, enthusiastic, flexible team worker	Essential	Application
	Excellent inter-personal skills with the ability to interact with colleagues at various levels of seniority, students and external customers	Essential	Application & Interview
	Understanding of and commitment to equal opportunities	Essential	Application

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).
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £28,672 to £32,088 p.a., inclusive of a London Weighting Allowance of £3,957p.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.
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