

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Senior Administrator (Assessment and Conferment)

Full-Time, Fixed Term

JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 3	Job Description
Page 5	Person Specification Conditions of Service Summary and Staff Benefits
Page 6	
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

SENIOR ADMINISTRATOR (ASSESSMENT AND CONFERMENT)

Contract: Full-Time, Fixed Term (6 months)

Salary: £29,373 - £35,249 (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 responsible for coordinating and providing administrative support for processes related to the assessment of students on HE programmes, and the conferment of degrees and diplomas, including the organisation of graduation ceremonies. The post involves working with a range of staff across the Registry team and within the faculties of Music and Dance, to manage the systems in place to assure academic standards, such as external examining, assessment boards, academic appeals and academic misconduct procedures.

This varied role also involves a number of broader institutional responsibilities, such as support for complaints and disciplinary procedures, and the management of Freedom of Information requests.

You should have some experience of assessment processes within a higher education setting, and sound administrative skills, including experience of servicing committees. Excellent communication skills, including the ability to provide advice and guidance to staff and students, both orally and in writing, are essential. You should be able to work independently to prioritise a busy workload and demonstrate the flexibility required to support the team in the most appropriate way at each point in the academic cycle.

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.

You can download a job pack and application form from <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries you can email staffrecruitment@trinitylaban.ac.uk or contact Chloe Roper, HR Services and Resourcing Officer, on 0208 305 4382.

To apply for this position, please send your completed application form to the email address staffrecruitment@trinitylaban.ac.uk

CV's will not be accepted unless accompanied by a completed application form.

Closing Date: 12 Noon, Tuesday 20 February 2018 (No Agencies)

Interview Date: 01 March 2018

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:	Senior Administrator (Assessment and Conferment)
Department:	Registry
Reporting to:	Deputy Registrar (Academic Administration and Quality)
Salary Grade:	6
Contract:	Full-time, fixed term (6 months)

PURPOSE OF THE POST

The Registry is responsible for the provision of administrative support for academic programmes across the Conservatoire. The post-holder will play a key role in the Academic Administration and Quality team, working closely with Academic Administration Managers in the faculties and other senior Registry staff to manage and enhance systems and processes related to assessment, the conferment of awards and academic standards more broadly. This will include the provision of advice and guidance on assessment matters to staff, compiling and reporting on data related to assessment and award and support for academic committees. The role also includes significant responsibility for the organisation of the Institution's graduation ceremonies and the post-holder will be expected to coordinate activities across a range of internal departments and external contacts in order to deliver these high profile events to an excellent standard.

MAIN RESPONSIBILITIES

Assessment

- To work with the Academic Administration Manager (Music) to manage performance assessments (including scheduling, set-up, staffing and collation of marks).
- To contribute to systems for the return of feedback on assessed work, reporting on the timeliness of feedback to Faculty managers and academic committees.
- To support the Deputy Registrar in reviewing and updating assessment regulations, policies and processes.
- To act as a member of Mitigating Circumstances panels.
- To manage, review and develop the processes associated with External Examiner and Specialist Adviser nominations, appointments, reports and responses.
- To provide information for students about the achievement and accumulation of credit.
- To advise to members of academic and support staff on matters relating to assessment regulations.
- To administer the procedures for handling academic misconduct, liaising with academic staff, students and Registry managers.
- To maintain accurate records of assessment and to ensure that programme

and module outcomes are entered into the Student Records System in advance of the HESA Student return.

- To monitor output from the QAA, Office for Students and other relevant sector bodies regarding HE qualifications, award and assessment, and to represent the Institution at relevant external practitioner group meetings as required.
- To support Institutional projects related to Assessment and Feedback initiated by the Learning Enhancement Unit.

Conferment of HE Credit, Degrees and Diplomas

- To act as a lead member of the team organising graduation ceremonies, liaising with relevant members of staff across the institution, acting as first point of contact for graduates and dealing with external suppliers.
- To act as Secretary to Assessment Boards or Interim Assessment Panels as required.
- To administer the academic appeals process, assisting with investigations, drafting outcome letters, servicing appeals panels and maintaining records.
- To issue results letters, transcripts and certificates

Other Duties

- To act as Secretary to institutional committees as determined by the Registrar.
- To assist with the administration of annual programme and modular monitoring.
- To manage Freedom of Information requests, coordinating responses on behalf of the Institution and maintaining Institutional Records.
- To maintain and implement the Registry's record retention policy.
- To provide administrative support for complaints and student disciplinary procedures, maintaining confidential records of such cases.
- To act as a senior member of the Academic Administration and Quality team, providing general support for department functions as required.

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.

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.

SENIOR ADMINISTRATOR (ASSESSMENT AND CONFERMENT) PERSON SPECIFICATION

Criteria	Essential	Desirable
EDUCATION/ QUALIFICATIONS		
A first degree or equivalent administrative experience	x	
EXPERIENCE		
Experience of standard IT packages, to a minimum of intermediate standard in Word, Excel, Access and PowerPoint	x	
Demonstrable experience of committee servicing	x	
Experience/knowledge of assessment practices in Higher Education	x	
Experience of coordinating large events		x
Experience of dealing with external agencies and authorities		x
SKILLS		
Excellent oral and written communication skills	x	
The ability to produce reports and committee papers to a high standard	x	
Problem-solving skills	x	
Good numerical skills	x	
Adaptability and flexibility to respond to new challenges and opportunities	x	
Proven ability to deliver good, reliable service	x	
Ability to organise events and projects	x	
Ability to work independently, with minimal supervision	x	
Ability to work as part of a small team	x	
PERSONAL QUALITIES		
Good interpersonal/communication skills	x	
Good negotiating and influencing skills	x	
Systematic and anticipatory approach to work	x	
Self-motivating, using own initiative to meet agreed objectives	x	
Active listener	x	
Respect for the ideas and expertise of others	x	
Efficient time manager	x	
Commitment to continuous improvement	x	
Record of commitment to personal development	x	
Sound experience of managing a large and complex workload with conflicting deadlines	x	
SPECIAL WORKING REQUIREMENTS		
Occasional out of hours working in order to support meetings of committees or other duties	x	

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 AND STAFF BENEFITS

Contract:	Full-Time, 6 month fixed-term contract subject to a 3 month probationary period.
Hours:	35 hours per week (1.0 FTE), usually from 9am to 5pm, 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 6, Incremental Points 22 - 29, £29,373 - £35,249 pro rata, inclusive of a London Weighting Allowance of £3,645 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts
Holidays:	12.5 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 & Classes:	There is a wide range of music and dance performances each week, many of which are free to members of staff. There is also reduced rates access to our Adult Classes.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
Health & Eye Care:	Vouchers for eye tests are available for VDU users. 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