

JOB DESCRIPTION



JOB TITLE	Academic Affairs Administrator
TYPE OF CONTRACT	Part-time 14 hours per week (0.4 FTE), fixed term position for 9 months starting ASAP
RESPONSIBLE TO	Head of Academic Affairs and Research
GRADE AND SALARY	<p>Grade 2</p> <p>£9,587 - £10,790 pro-rata £23,968 - £26,977 FTE</p> <p>Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range</p>
HOURS OF WORK	14 hours per week; two days per week (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Head of Academic Affairs and Research; Librarian; Director of Actor Training & the Drama School; Head of Student Services & Registrar; Learning Technology Manager; Admissions & Student Services Manager; Clerk to the Board of Trustees; Teaching staff; students
INTERNAL	
EXTERNAL	Publishers and suppliers; licencing agencies; Disabled Students' Allowance/Student Finance; needs assessors
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days (pro-rata) plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations

(3) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(9) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(10) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(11) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

- To assist with the day-to-day running of the Library
- To manage the administration of LAMDA's Academic Board and its sub-committees, including Learning, Teaching & Quality Committee, and the Equity, Diversity & Inclusion Committee
- To support the academic management of the Drama School

DUTIES AND RESPONSIBILITIES

- To operate the library management system and keep it updated
- To operate policies and procedures pertaining to the Library

- To support to students and staff in accessing information and Library resources
- To assist in managing the library budget, including the collection of fines
- To work with Course Leaders and Lead Practitioners to ensure the maintenance of appropriate reading lists and course texts
- To supervise casual library staff as and when needed
- To maintain and publish the annual schedule of committee meetings and examination boards
- To take accurate minutes of Academic Board and other committees, as required
- To work with the Chair of Academic Board and its sub-committees to ensure that membership and terms of reference are maintained and that committee actions and initiatives are completed
- To assist in the distribution of agendas, production of reports, policies and papers for Academic Board and its sub-committees
- Support with the organisation of faculty training and professional development opportunities
- Other reasonable duties as required by the Head of Academic Affairs and Research

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management. The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Strong Organisational Skills and attention to detail with the ability to meet deadlines</p> <p>Excellent communication skills, including report writing, and able to work confidently with students and faculty</p> <p>Computer literate, familiar with Microsoft 365, and able to learn and manipulate database systems</p>	<p>Familiarity with Virtual Learning Environments (Canvas) and cloud-based systems for remote or blended learning</p>	CV/Cover letter/ Interview
QUALIFICATIONS	Degree level or equivalent experience		
KNOWLEDGE	<p>Knowledge of library and student record systems</p> <p>Some knowledge of working with international and study abroad students, especially from the USA</p>	<p>Knowledge of drama in a professional context</p> <p>Knowledge of working in HE</p>	CV/Cover letter/ Interview
EXPERIENCE	<p>Experience of HE administration</p> <p>Experience of serving customers</p> <p>Experience of librarianship</p>	<p>Experience of managing budgets</p> <p>Experience of minute taking</p>	CV/Cover letter/ Interview
QUALITIES	<p>Focused, highly efficient and self-motivated with the ability to work independently, think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects</p> <p>Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</p>		CV/Cover letter/ Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.