

JOB DESCRIPTION

JOB TITLE	Examiner Panel Officer
TYPE OF CONTRACT	Permanent, Part-time
RESPONSIBLE TO	Deputy Chief Examiner
GRADE AND SALARY	Grade 3 £21,014 - £23,653 (pro-rata) £27,241 - £30,661 FTE 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
HOURS OF WORK	27 hours per week; 0.77 FTE Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Chief Examiner, Deputy Chief Examiner, Allocations team, Qualifications Manager, Quality & Compliance manager, Operations Team Leaders, HR
INTERNAL	
EXTERNAL	Examiner Team Leaders, Examining Panel (approx. 200) Teachers, Centre Coordinators
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days 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

JOB PURPOSE

The purpose of this job is to liaise with the Chief Examiner and Deputy Chief Examiner in order to lead the organisational and administrative requirements as follows:

- To lead and administrate the Examiner monitoring process including liaising with CCs, Teachers, the Examiner Monitoring Team (EMT) and Examiners and to be responsible for responding to Examiner enquiries.
- To lead and administrate Examiner Subject Support surgeries and to be responsible for responding to Examiner enquiries.
- To administrate Examiner recruitment and to be responsible for responding to recruitment enquiries.
- To administrate Examiner standardisation and training events, online and F-2-F and to be responsible for responding to Examiner enquiries
- To organise and administrate Team Leader events
- To circulate Examiner documentation and post meeting feedback for the examining panel
- Provision of pastoral and professional support for examiners

DUTIES AND RESPONSIBILITIES

- To organise Examiner recruitment training, monitoring, Standardisation and Subject support sessions events, including pre and post event documentation.
- To manage Examiner and Trainee availability for panel recruitment and training and liaise with the Allocations team to ensure trainer allocations to support training sessions.
- To assist with new Examiner on-boarding process
- To liaise with the Chief Examiner to administer LAMDA Examiner monitoring requirements and to manage Examiner and Examiner Monitoring Team (EMT) availability.
- To manage Examiner availability for standardisation events

- To manage Examiner attendees and Facilitators for Examiner Subject Support sessions (ESSS)
- To liaise with Finance to ensure Examiner payments are made for training events and Trainee expenses are processed
- To understand general administrative duties such as filing, scanning, photocopying
- To be available for week work to support Examiner training, standardisation and monitoring events.
- To perform quality checking of Musical Theatre self tapes prior to assessment

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>Understanding of Communication and Performance qualifications</p> <p>Excellent communication and people management</p> <p>Strong oral and written communication skills</p> <p>Excellent interpersonal skills</p> <p>Excellent organisational skills</p> <p>Initiative and problem solving skills</p> <p>To be able to collaborate positively in any situation</p>	<p>Confident using digital platforms</p> <p>Flexibility and the ability to respond positively and promptly to challenges</p>	CV/Cover letter/ Interview
KNOWLEDGE	<p>Understanding of each of the subjects within the LAMDA portfolio of syllabi including Musical Theatre and Shakespeare</p> <p>Good IT knowledge</p>	<p>A working knowledge of the regulatory framework</p> <p>Experience working in an awarding organisation</p>	CV/Cover letter/ Interview
EXPERIENCE	<p>Previous administrative experience</p> <p>Previous management experience</p> <p>Teaching and assessment experience</p> <p>Experience organising training events</p>	<p>Previous experience in the performing arts</p> <p>Previous experience of graded examinations</p> <p>Previous experience and confidence in organising training and general events</p>	CV/Cover letter/ Interview
QUALIFICATIONS	<p>Minimum of Level 4 (or equivalent) Including English or Drama</p>	<p>Degree or equivalent</p>	Certificates (If applicable)

	ESSENTIAL	DESIRABLE	
QUALITIES	<p>Flexible and adaptable</p> <p>Excellent team working</p> <p>Strong oral, written communication and numeracy skills</p> <p>Should be a self-starter</p> <p>Proven ability to work under pressure</p> <p>Proven ability to manage priorities and workloads effectively</p>	<p>Positive mental attitude and 'can do' approach</p> <p>Ability to lead others in a team</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.