

## JOB DESCRIPTION

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| <b>JOB TITLE</b>                         | HR Assistant   |
| <b>TYPE OF CONTRACT</b>                  | Permanent, full-time   |
| <b>DEPARTMENT</b>                        | Human Resources  |
| <b>RESPONSIBLE TO</b>                    | HR Officer   |
| <b>COUNTERSIGNING MANAGER</b>            | Head of HR   |
| <b>GROSS ANNUAL SALARY</b>               | up to £25,000  |
| <b>HOURS OF WORK</b>                     | 35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary  |
| <b>KEY WORKING RELATIONSHIPS</b>         | HR Officer, Examinations department and line managers across the organisation  |
| <b>INTERNAL</b>                          |  |
| <b>EXTERNAL</b>                          | Applicants, external agencies such as recruitment consultants, Vetting agency (DBS) and any other similar organisations  |
| <b>PROBATIONARY PERIOD</b>               | Your employment will be subject to a probationary period of 6 months   |
| <b>HOLIDAY ENTITLEMENT</b>               | 28 days per year plus bank holidays;<br>(This is inclusive of any days when LAMDA may be closed i.e., towards Christmas closure)   |
| <b>PENSION</b>                           | 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 |
| <b>BENEFITS</b>                          | After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:   |
| <b>(1) GROUP LIFE ASSURANCE</b>          | LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service  |
| <b>(2) SEASON TICKET LOAN</b>            | LAMDA offers an interest free loan for the purchase of an annual season ticket   |
| <b>(3) EMPLOYEE ASSISTANCE PROGRAMME</b> | LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week   |

## **JOB PURPOSE**

To work as part of the HR team to provide a professional, high quality, timely, customer focused HR recruitment, general administration and transactional service to key stakeholders, job applicants and customers throughout the Academy.

## **DUTIES AND RESPONSIBILITIES**

- To provide high quality HR administrative support across the full spectrum of HR administration, including:
  - Recruitment Administration
  - DBS checks
  - Right to live and work in UK documentation checks for New Starters/Re-Joiners
  - Absence management
  - Administration support providing letters
  - Probation administration
  - Upkeep of electronically stored personnel records
  - Carry out regular HR Audit checks to ensure integrity of data is maintained
  - Compliance with Data Protection Legislation
- To apply a good working knowledge of HR administrative systems to answer queries and resolve problems from colleagues and external customers.
- To manage the workload allocated by the HR Officer ensuring that all queries are dealt with in a timely, accurate manner, escalating complex problems to the Head of HR as required.
- To make effective and accurate use of the HR system.
- To take ownership of any query and/or issues raised seeing it through to resolution and to take ownership of identifying any system input /administration outputs, taking corrective action for any conflicts in the information that you are processed and ensuring this is corrected in consultation with your line manager.
- To provide excellent customer care at all times.
- To ensure that all written documentation i.e. e-mail, letters, and any other HR paperwork are produced accurately.
- To maintain confidentiality in all matters, adhering to Data Protection legislation at all times.
- To work across the HR department, in response to peaks and troughs of business activity.
- To have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote equality and diversity in all aspects of the role.
- To generate miscellaneous reports using HR software
- To minute confidential HR meetings as and when required
- Finally, to provide any other administrative support to the HR department as and when required.

## PERSON SPECIFICATION

|                           | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   | <b>METHOD OF ASSESSMENT</b>         |
|---------------------------|--|--|-------------------------------------|
| <b>SKILLS / ABILITIES</b> | <p>Good organisational and time management skills</p> <p>High attention to detail</p> <p>Good communication skills</p> <p>Ability to work independently without constant supervision</p> <p>Numeracy and literacy skills</p> <p>Able to demonstrate working knowledge of Microsoft Word and Excel and the use of standard office equipment</p> | <p>Successful experience of using a HR/Payroll and/or online recruitment systems</p>   | <p>Covering letter / Interview</p>  |
| <b>KNOWLEDGE</b>          |  | <p>Awareness of relevant employment legislation as it is</p> <p>An understanding of the principles of Job Evaluation and Equal Pay</p> | <p>Covering letter / Interview</p>  |
| <b>EXPERIENCE</b>         | <p>Successful experience of working in a complex administrative role or within an HR environment</p>   |  | <p>Covering letter/ Interview</p>   |
| <b>QUALIFICATIONS</b>     | <p>Relevant NVQ2/GCSE/ or equivalent qualification or experience</p>   |  | <p>Certificates (if applicable)</p> |

***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.***

## 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.

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.

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 alumni Benedict Cumberbatch was appointed the Academy's President.

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.