

Organisation:	Leeds Conservatoire
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Departmental Administrator
Job Title:	Departmental Administrator
Reports to:	Head of Department
Grade	Leeds Conservatoire Grade 5
Date of compilation:	April 2023

ROLE PURPOSE:

The Departmental Administrator is responsible for administrative support to all areas of the department including liaising with other services across the conservatoire (e.g. finance, procurement, purchase ledger, HR, registry, timetabling, exams). Contributing to a Departmental Administrators team to develop consistent processes and systems.

SPECIFIC ROLE RESPONSIBILITIES:

1. Support to all areas of activity within the School of Music Production & Events, including UG and PG course portfolio, new course development, curriculum enhancement and commercial activity.

CORE RESPONSIBILITIES:

1. Responsible for administrative support to all areas of the department including procurement, invoicing, staff recruitment, registry, timetabling, exams etc.
2. Be a point of contact for students, staff and other conservatoire departments about the delivery of the programme.
3. Administrative support for the Head of Department as required, including arranging and minuting meetings, compiling reports and managing diaries.

4. Provide reports for the Head of Department as required for business planning, forecasting and periodic review – providing information to the wider department team related to the departmental budgets.
5. Administrative support for the departmental annual monitoring process, compiling data and monitoring actions.
6. Administrative support in compiling and sharing course information and documentation, including, but not limited to, updates to Space resources, communications on deadlines for activities and supporting the updating of validation documentation in collaboration with the Quality team.
7. To provide administrative support for conservatoire wide committees as appropriate.
8. To keep the departmental diary and horizon scanning for internal and external events and activities.
9. Support Skills Coordinators in the development and facilitation of student group meetings.
10. To take part in internal and external staff development activities as required by the role.
11. To comply with all Conservatoire policies and procedures
12. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Adopt/embody the values of the relative member organisation & Luminate Education Group.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.