



## **JOB APPLICATION PACK: DATA AND COMPLIANCE MANAGER**

### **CONTENTS**

<a href="#">Brief History of London Studio Centre</a> .....	2
<a href="#">LSC Mission, Vision and Values</a> .....	4
<a href="#">Job Description</a> .....	5
<a href="#">Employment Details</a> .....	7
<a href="#">Person Specification</a> .....	7
<a href="#">Guidance Notes</a> .....	8

## **LONDON STUDIO CENTRE: BRIEF HISTORY**

The internationally recognised Higher Education Conservatoire, prides itself on training excellent dancers, singers and actors, allowing students to specialise in classical ballet, contemporary dance, jazz dance and musical theatre. But also producing graduates who have formed their own companies and established themselves as choreographers, teachers, producers and directors. London Studio Centre offers a comprehensive suite of programmes/courses including a BA (Hons) Theatre Dance programme for students who are dedicated to the pursuit of excellence in all aspects of the theatre, an MA in Dance Producing and Management, for students looking to move into the production side of dance theatre making. Commencing autumn 2021 LSC will also offer an MA Dance Performance in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre. Plus a Foundation degree in Professional Dance Performance, BA Top Up Professional Performance, an MA in Dance Education and PGCert Teaching Professional Theatre Dance which will further enhance LSC's already robust offering of Higher Education provision.

London Studio Centre is rooted in Western theatre dance forms and enjoys a tradition of dance education dating back to the end of the 19<sup>th</sup> century, when Leon Espinosa (1825-1904) settled in London. In 1872, he established a school for ballet and related theatre arts, after having trained at the Paris Opera and then danced and taught at the Bolshoi Theatre in Moscow. His son Edouard Espinosa (1871-1950) continued the family tradition as one of the founders of the Royal Academy of Dance and then the British Ballet Organisation.

London Studio Centre's founder, Bridget Espinosa, was heir to this distinguished tradition, to which she contributed her own expertise as a dancer and director. Under her leadership LSC pioneered a multi-disciplined dance education fitted to the needs of the modern world of dance and musical theatre, which included the possibility of university validation of its provision. Her son, Nicholas Espinosa, continued these developments and, in 1995 Middlesex University validated London Studio Centre's BA Honours Theatre Dance programme. The Director, Nicholas Espinosa is the Chairman of bbodance and a Trustee for Yorke Dance Project.

LSC began life in and around Tavistock Square in central London. In 1987 it moved into property on York Way, next to Kings Cross Station, where it remained until 2012. In 2012 LSC re-located to artsdepot in North Finchley where it has created a unique collaborative partnership with the performing arts venue. The partnership provides the conservatoire with rehearsal and performance spaces that facilitate LSC's high quality training, and the building's bright, contemporary feel has quickly provided the ideal atmosphere for London Studio Centre's new home.

LSC's facilities comprise ten dance studios, two fully equipped theatres, drama and singing rooms, a library with IT suite and a lecture room. The triple-height atrium café and social areas also offer ample space for relaxation.

London Studio Centre is committed to providing an education in dance and related subjects for the professional theatre, in an environment where the individual creative talents of each student are nurtured. All programmes we offer maintain the Centre's mission to be a world-class conservatoire for professional dance and musical theatre, enabling artists to reach their creative potential in performance, creation and production and, thereby, shaping the future of the profession. LSC values and offers a holistic approach, one that keeps pace with recent developments in dance pedagogy. Student representation and student surveys contribute significantly to annual course monitoring and make an important and valuable contribution to quality management.

London Studio Centre is accredited by The Council for Dance, Drama and Musical Theatre (CDMT) and is listed as one of CDMT's Accredited Schools. The CDMT ensures the provision of high-quality professional dance, drama and musical theatre training through accreditation of full-time dance and performing arts schools and has provided the industry benchmark of quality assurance for professional dance and musical theatre training in the UK since 1979.

A review of the London Studio Centre by the Quality Assurance Agency for Higher Education (QAA) in May 2022, the UK's independent quality body for higher education, expressed confidence that 'academic standards are reliable, meet UK requirements, and are reasonably comparable' – the highest judgement available through the review process. The review team did identify specific improvements or areas for development.

In 2019 LSC received a Gold rating from the Teaching Excellence and Students Outcomes Framework (TEF) award from the Office for Students, cementing its 2018's Gold Award. LSC was part of a selective group of 76 prestigious universities or colleges in the UK offering excellence in higher education including; University of Cambridge, University of Oxford, The Royal Academy of Music, The Royal Central School of Speech and Drama and The Conservatoire for Dance and Drama. To be awarded a gold rating LSC has delivered "consistently outstanding teaching, learning and outcomes for its students" and be of "the highest quality found in the UK". For our 2019 rating the Office for Students noted "that students from all backgrounds achieve consistently outstanding outcomes" and that LSC graduates have "exceptionally high" employment rates and student satisfaction rates.

The majority of the teaching staff are actively engaged in professional theatre, enabling students to be aware of new techniques and trends. Students are given an unparalleled range of opportunities to gain performance experience, both in-house and in professional venues.

LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. Graduate students have embarked on successful careers, joining companies such as Rambert Dance Company, English National Ballet, Matthew Bourne's New Adventures, Michael Clark Company, Richard Alston Dance Company, Sarasota Ballet, Scottish Ballet, Scottish Dance Theatre, ZooNation, Vienna Festival Ballet, the Royal Shakespeare Company and Royal National Theatre; while others have appeared in leading roles in musicals in the West End and elsewhere including *American Idiot*, *Billy Elliott*, *Cats*, *Charlie and the Chocolate Factory*, *Chicago*, *Hairspray*, *Jersey Boys*, *Les Misérables*, *Mamma Mia!*, *Miss Saigon*, *Matilda the Musical*, *Memphis the Musical*, *Stomp*, *The Book of Mormon*, *The Lion King*, *The Phantom of the Opera*, *Thriller Live*, *We Will Rock You* and *Wicked* to name but a few. Many graduates are also working as independent, creative artists in dance and theatre.

# **LSC's Mission, Vision and Values**

## **VISION**

To be a world-class conservatoire for professional dance and musical theatre, enabling our graduates to reach their creative potential in performance, creation, production, and education, thereby, shaping the future of the profession.

## **MISSION**

To enable students to become innovative and skilled performers, creators, producers, and education managers, at the cutting edge of professional dance and musical theatre through the development and delivery of innovative programmes.

## **VALUES**

The London Studio Centre is committed to:

- Excellence in professional practice
- Preserving and developing the heritage of dance and musical theatre
- Engagement with a diverse and representative range of dance forms and celebrating their origins
- Respect for the individual, inclusive of their culture and background
- A culture of health and well-being
- Freedom of thought and expression, fostering academic freedom of speech
- Promoting entrepreneurship and innovation
- A culture of creative opportunities
- Life-long learning and continuing professional development
- Students as partners in quality management and enhancement

## Job Description: DATA AND COMPLIANCE MANAGER



### General Functions:

To provide expert guidance and knowledge regarding quality assurance, enhancement and governance strategies at LSC, including the development and maintenance of current policies and procedures. Whilst reporting on LSC's performance and seeking ways to enhance the conservatoire.

### Consultation:

In carrying out their duties, they will consult with the Director, Head of Student Programming, Dean of Studies, Head of Learning and Teaching, Registrar, and other staff and students of London Studio Centre, where necessary. It will also be necessary to consult with other outside organisations, including but not limited to Office for Students, Department for Education, Higher Education Statistics Agency, Quality Assurance Agency, LSC's Validating Universities, the Council for Dance Drama and Musical Theatre, artsdepot and the Office for the Independent Adjudicator.

### Principal Duties and Responsibilities:

#### *Quality Assurance*

- Maintaining up to date knowledge of quality and standards required with Higher Education, but specifically practices applicable to a small independent provider (validated provision)
- Reviewing, developing, maintaining and reporting on LSC's quality assurance processes in accordance with relevant sector guidance, legislation and relevant validating bodies – including but not limited to policies, procedures, strategies, committee structure and terms of references
- Providing leadership in the areas of quality assurance, specifically to the Quality Management and Enhancement Group and managing Quality Assurance reviews in conjunction with the team
- Acting as a source of expert advice and guidance to staff on all quality assurance processes, requirements and regulations of external bodies and general good practice in HE
- Undertaking internal audits of quality processes to ensure processes are compliant and robust

#### *Regulation and Higher Education Guidance*

- Keeping abreast of updates regarding regulation and requirements of the relevant regulatory bodies and framework, most notably the Office for Students, reporting updates to the team and ensuring LSC remains compliant
- Understanding the regulations of the different validating bodies and accreditation body. Providing expert guidance and sharing best practice to the team surrounding the application within the context of LSC
- Advising on risks to quality and where necessary propose appropriate remedial action
- Ensuring all necessary accreditation is maintained and requirements fulfilled
- Monitoring outputs from the relevant authorities such as OfS, QAA, OIA, IHE, UUK, HESA, UKVI and other relevant bodies in order to evaluate LSC's performance and provide appropriate recommendations to enhance these
- Ensuring there is the relevant published information about LSC available to stakeholders, whilst ensuring it's accuracy, appropriateness, and that it complies with relevant regulatory body requirements such as CMA, OfS, and validating/accrediting bodies

- Providing significant knowledge and guidance of General Data Protection Regulations (GDPR) legislation and its application within LSC's context, including academic policies and processes in Higher Education
- Providing appropriate guidance to the team in relation to the Prevent Duty. Being the Specific Point of Contact for Prevent Duty and providing guidance to LSC to ensure compliance
- Managing LSC's UKVI VISA Sponsor Licence and ensuring LSC is fulfilling its requirements in line with its regulations

#### *Data Reporting and Analysis*

- Delivering internal and external returns to regulatory bodies, including HESA, OfS and QAA.
- Providing information to external regulatory bodies as requested
- Analysing internal and external data for committees and annual monitoring
- Providing expert guidance and support for HESA Data Futures returns

#### *Strategic Planning*

- Providing guidance for the development of strategic plans for the conservatoire and providing support to implement the Enhancement Strategy, Implementation Plan and Strategic Action Plan
- Being a member of the Academic Board
- Advising on risk registers and contingency planning, particularly outbreak planning

#### *Student Support and Engagement*

- Championing the student voice, by promoting and encouraging the student engagement throughout the committee structure, involvement with student surveys and the open-door policy
- Leading on student/alumni involvement with the NSS and Graduate Outcomes Survey and facilitating the completion of the surveys, along with other internal surveys
- Developing initiatives to further engage students in their involvement with quality assurance
- Reviewing the engagement of students with the quality assurance process by being the Member of the Student Engagement Team

#### *General Duties*

- Attending all meeting as designated as a member, secretary, chair or deputy, including the Academic Board, Quality Management and Enhancement Committee, Administration Committee and others as appropriate.
- Assisting other departments in any general duties to ensure the smooth running of LSC. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Being available to assist with the smooth running of all productions and attending LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Encouraging a positive and supportive working environment for the team
- Attending staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

#### **To Whom Responsible:**

Director, Assistant Director

## Employment Details:

Job Role:	Data and Compliance Manager	Line Manager:	Assistant Director
Contract type:	Full time, permanent following successful probation	Area of work:	Data, Compliance and Administration
Grade:	Grade 4.0	Salary:	£39,837-£43,605 per annum Depending on Experience
Working hours:	Monday to Friday 8.45am – 4.45pm	Location:	Onsite, London Studio Centre, North Finchley

## Person Specification:

Attributes	Essential/ Desirable
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>Has an expert knowledge of UK HE policies, practices and academic regulations in relation to student administration and support</li> <li>Experience of working within and operating quality assurance in HE</li> <li>Experience of Data Analysis within a HE environment</li> <li>Experience of GDPR within a HE environment</li> <li>Excellent IT Skills - particularly MS Excel, Word and Outlook and Databases</li> <li>Experience of higher education/conservatoire level performing arts</li> <li>Experience of working with Moodle</li> <li>Experience of UKVI requirements</li> <li>Experience of Prevent Duty requirements</li> <li>Experience of working within the performing arts</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Degree level qualification (however candidates with particularly strong experience and no Degree are encouraged to apply)</li> <li>Masters level qualification</li> <li>Membership of relevant educational and/or professional bodies</li> </ul>	<p>E</p> <p>D</p> <p>D</p>
<p><b>Personal skills:</b></p> <ul style="list-style-type: none"> <li>Ability to utilise experience and quickly adapt to new tasks</li> <li>Excellent attention to detail and accuracy skills, with the ability to work calmly under pressure</li> <li>Excellent numerical, analytical and data management skills</li> <li>Ability and willingness to balance and work flexibly to manage workload to changing pressures and demands</li> <li>Strong literacy skills</li> <li>Excellent administrative and organisational skills</li> <li>Proven ability to pro-actively work as part of a team</li> <li>Positive, can-do attitude</li> <li>Good time management skills</li> <li>Ability to deal with confidential and sensitive information</li> <li>Strong communication and interpersonal skills</li> <li>Proactive approach to continuing professional development</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

## Guidance notes

### Application

To make an application, please send the following:

- CV and Cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to [humanresources@londonstudiocentre.ac.uk](mailto:humanresources@londonstudiocentre.ac.uk) by **9am, Friday 2<sup>nd</sup> June 2023**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources on the above email or at 02075202800.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process

### Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview.

First interviews will be conducted online in the **week commencing 5<sup>th</sup> June 2023**.

Second interviews will be conducted face to face soon after.

The proposed start date is as soon as possible after the interviews. Exact start date to be negotiated.

### Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/interview.

Final appointment is subject to receipt of satisfactory references.

### Equal Opportunities

London Studio Centre is committed to being an Equal Opportunities employer for all roles and contracts. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector.

### Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.