

APPLICATION PACK



Post title Business Administrator
Salary Competitive Salary
Hours Full-time (37 hours)
Contract Permanent

OVERVIEW

The Scottish Institute is committed to providing the very best performing arts training. We are the only CDMT accredited school in Scotland with an enviable track record of graduates performing in the West End and beyond. We are looking for Business Administrator to establish and oversee the Institute's operations, across the delivery of academic programmes (16+ and higher education), professional training (such as ISTD)

Although our origins go back 20 years, the SI is at an exciting stage of its development. Having just changed our name and developed our new logo, we are about to launch new programmes, so we need to let the world know about our plans, courses and our determination to become a creative hub for the Performing and Mediated Arts. Social media, PR, publicity, marketing and ticket sales campaigns are a vital part of this process, and the post-holder will develop a marketing and communications strategy alongside our emerging 2030 and Beyond Strategy.

We deliver our programmes to the highest professional standards at our wonderful campus in Livingston, just outside Edinburgh. The successful candidate will report to the Principal. From our youth academy to our postgraduate courses, we 'talk' to diverse audiences, not to mention the creative arts industries. This is a great opportunity for somebody committed to developing the potential of young performers and creatives.

You will have a degree or higher and/or outstanding professional experience across a range of marketing and communications activities. You will understand the need to focus on diverse audiences at home and abroad, and you will be able to do, as well as build and manage a team to support you. You will be a great team player and understand the very specific needs of the Performing and Mediated Arts sectors. You will have an impressive portfolio of work that will clearly demonstrate how that work could revolutionise the Institute's profile. Working alongside a Head of Outreach, Production Manager and academic team, your work will tie together all the strands of the SI's business.

Job Title: Business Administrator

Line Manager: Principal

Responsible to: President, and Chief Finance Officer

Responsible for: Head of Admissions
Admin Assistant
Book-keeper

Works with: Director of Quality and Governance
Director of Student Experience
Heads of School

Roles and Responsibilities

- Overview** The Business Administrator is responsible for optimising the Institute's business processes and operations, and acts as the main link between the board and the academic community. The post-holder:
- Implements and oversees robust operational systems for both finance and administration
 - Facilitates and drives excellent communication across the Institute
 - Acts as secretary to the Board of Directors
 - Is the Institute's Freedom of Information Officer.
 - Supports the Institute's aim to be Health and Safety compliant.
 - Champions equality, diversity, and inclusion.
- Strategy** The Business Administrator works with other senior leaders, academic staff and administration teams to support the Principal and Board of Directors in the development and implementation of the Institute's Strategic plan, by:
- Developing systems that will support the Institute's determination to increase its capacity.
 - Ensuring operational readiness to accommodate increased student admissions, without compromising the student experience.
- Operations** Working with the Director of Quality and Governance, the Director of Student Experience, and the Heads of Schools, the Business Administrator ensures the Institute operates efficiently and effectively by:
- Overseeing, monitoring, and evaluating the Institute's daily administrative operations.
 - Developing and implementing efficient operational processes across all departments.
 - Planning, organising and co-ordinating logistics for Institute events, within budget, to ensure excellent outcomes.
 - Ensuring compliance with all regulatory regulations and standards
 - Supporting the Production Manager to ensure efficient and timely delivery of productions.
 - Providing regular updates and reports to senior managers and the Board of Directors on operational performance and initiatives.
 - Implementing and managing technology solutions to improve administrative efficiency.

APPLICATION PACK



- Ensuring data integrity and security across all Institute systems.

External Liaison and Strategic Partnership

The Business Administrator acts as an ambassador for the Institute, developing its reputation for excellence by:

- Maintaining open and effective communication with all staff, students and external stakeholders.

Financial and Resources

The Business Administrator will work with the Chief Finance Officer, Principal and the Director of Student Experience, to support the Institute's rigorous financial management by:

- Establishing and enforcing the Institute's credit control procedures, including liaison with awarding/fee-receiving bodies
- Managing and monitoring Institute budgets to ensure financial efficiency and savings.
- Working with the Director of Student Experience to co-ordinate and optimise resources use across the Institute.
- Developing and deploying strategies to reduce costs and improve efficiency in the Institute's resource utilisation.
- Overseeing procurement processes to ensure effective and economical purchasing.
- Identifying and pursuing grant opportunities and alternative funding streams.
- Preparing and submitting grant applications, ensuring compliance with guidelines and deadlines.

Quality and Standards

The Business Administrator works with the Director of Quality and Governance to ensure:

- That all Board and Committee processes reflect guidance such as the CUC Higher Education Code of Governance, and the Scottish Code of Good HE Governance.

Marketing, Recruitment and Admissions

Working with the Heads of Schools and Director of Student Experience, and supported by the Head of Admissions, the Business Administrator:

- Oversees the administration of the Institute's Admissions and Auditions process.
- Assesses, monitors and evaluates the Institute's facilities and services to support international student recruitment and enrolment.
- Works with the Heads of Schools to develop and implement strategies for the smooth integration of international students into the Institute's community.

APPLICATION PACK



- Assists the Heads of Schools and all other departments to provide the necessary resources, support network and accommodation for international students.
- Ensures compliance with any regulatory or contractual requirements for the admission of Scottish, UK and International students.

Human Resources The Business Administrator supports the Principal and Head of School in setting up and maintaining staffing records and data, and ensuring the secure storage and management of all records. These records include, but are not limited to:

- Contracts and Payments
- Holiday, Sickness and Absence
- First Aider status
- EDI awareness and training
- Personnel records.

Health and Safety The Business Administrator works with colleagues to ensure that the Institute's policies and procedures facilitate healthy and safe practice in all activities.

- Ensures all Institute events are fully risk assessed.
- Establishes and oversees an accident or near miss record system.
- Maintains a record of staff with current first aider status.

Equality, Diversity, and Inclusion To ensure the Institute promotes equality, diversity, and inclusion in all its operations, the Business Administrator:

- Ensures all communications and activities are compliant with the Equality Act 2010.

Teaching This is non-academic post.

Other duties To fulfil any other reasonable duties as requested; occasional evening and weekend work will be required.

Committee Attendance

Institute Board of Directors	Secretary to the Board
Academic Board	Member
Senior Leadership Team	Member
Student Experience Committee	Secretary
Health and Safety Committee	Secretary

APPLICATION PACK



Admissions Group Chair

Annual Leave 28 days (additional 8 public holidays)

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

Essential

- A good first degree in a relevant subject and/or equivalent professional experience with a relevant professional qualification
- Experience of leading and managing the operations of a Higher Education institution or arts training organisation
- Experience of supporting committee operations

Application	Presentation	Interview
✓		
✓		✓
✓		✓

Desirable

- A higher degree in a relevant subject or significant professional qualifications
- Experience of working with CRM and content management systems

✓		
✓	✓	

SKILLS AND KNOWLEDGE

Essential

- Experience of overseeing and managing a specified budget
- Exceptional focus when providing excellent customer relations.
- Awareness of the needs of staff and students from a diverse range of backgrounds in busy creative environment
- Excellent organisational and self-management skills exemplified by astute problem-solving and prioritisation skills
- Experience of analysing data and intelligence to inform, test, and deliver effective business strategies and services
- Outstanding communication, administrative and IT skills (the SI uses Microsoft 365 products)
- Experience with Accounting Systems.
- Experience of staff recruitment and human resources management
- Experience of committee management, action planning and tracking processes.

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APPLICATION PACK



- Desirable**
- Engagement with a wide range of creative arts industry bodies and practitioners that could facilitate the development and delivery of professional performing and mediated arts training.
 - Knowledge of Xero software.
 - Experience of managing change.

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PERSONAL QUALITIES

- Essential**
- A collaborative approach to team management underpinned by annual review and ongoing professional development
 - Able to work within clearly defined structures and yet to take initiative to support strategic goals.
 - Tactful and discrete when dealing with confidential/sensitive matters.
 - Ability to work on multiple projects simultaneously whilst ensuring attention to detail
- Desirable**
- Flexible and adaptive with a positive approach to change

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ADDITIONAL INFORMATION

The SI is an equal opportunities employer committed to diversity, so we actively encourage applicants from under-represented backgrounds. We value the positive impact that difference has on the Institute.

All SI staff must observe and embody the Institute’s policies and strategic commitment to equality, diversity and inclusion.

All staff are required to undertake first aid training and maintain the Institute’s commitment to healthy and safe practice.

In line with the Data Protection Act 2018, all staff must observe all relevant policies and procedures regarding the confidentiality of use of any stored data (electronic or otherwise).

The post-holder will work at the Scottish Institute’s premises on **Almondvale Way, Livingston, EH54 6GA**. The Institute reserves the right to ask employees to work at such other places of business it may require, or work from their own home for online delivery when necessary.

As an institute our focus is on in-person/in-class teaching, but was also accept that staff will undertake administrative duties and meetings online, from home.

APPLICATION PACK



In agreement with your line-manager, there will be some evening and weekend working for this post throughout the year for events such as open days, auditions, productions, etc.

This job description outlines the core requirements of the role. It is not a comprehensive description and can be reviewed by the post-holder and line-manager if operationally required.

HOW TO APPLY

Please send your current CV, a completed equal opportunities form, and a covering letter of no more than two sides of A4 to recruitment@thesi.co.uk.

The SI will not consider late applications.

If you require further information, then please contact us on 03300580656 and we will put you in touch with the right colleague.

CLOSING DATE

The closing date for completed applications is midday (12pm) Friday, 1 November 2024

INTERVIEWS

Interviews will take place on Monday 18th November 2024.

At this stage we will ask you to make a presentation about your vision for how the institute can develop its finance and committee processes and meet with the interview panel. We will release the presentation question to those we shortlist.

We will pay travel and accommodation expenses if these are agreed in advance.

We will require two references and ask you to provide those, but with the assurance that we will not approach those referees unless we make you an offer of employment.