



APPOINTMENT OF

RESEARCH ASSISTANT

GUILDHALL SCHOOL OF MUSIC & DRAMA

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The information in this pack can be made available in large print, Braille or on audio tape if required. Please contact 020 7332 3978 for more information.

Recruitment and Selection Process



Completed application forms should be submitted to the Corporate Recruitment Unit by **12pm** on the closing date of **13th September 2010**.

Contact details are

Corporate Recruitment Unit, Corporate HR Unit, Town Clerk's Department, City of London Corporation, PO Box 270 Guildhall, London EC2P 2EJ

T 020 7332 3978

E cru@cityoflondon.gov.uk

Short-listed applicants will be required to undertake an assessment centre/interview on **4th October 2010**. An offer will be made to the successful candidate shortly after this.

Candidates should note that any offer of employment made by the City of London will be subject to providing the documentation below and satisfying the following checks as outlined in the City Corporation's Pre-Employment Screening policy:

- Proof of identification
- Proof of right to work in the UK
- Proof of address (utility bill or confirmation from electoral register)
- Five year's employment history
- Criminal Record Bureau Disclosure
- Two satisfactory references (if the successful candidate is not currently working with children or vulnerable adults but has done so in the past, an additional reference from the relevant employer will also be sought).
- Medical assessment, which may include a medical examination by a Doctor nominated by the City of London

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Job Description

Job Title	Research Assistant
Department	Principal's Office
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Assistant Principal (Research and Academic Development)
Responsible for	

Purpose of Post

- To be a member of the core research and knowledge exchange team at the Guildhall School, undertaking both qualitative and quantitative research within specified projects central to activity evolving from the Research and Knowledge Exchange strategy.
- To focus on two specific projects: “*Understanding audiences*” directed by visiting Research Fellow Professor John Sloboda, and on “*Orchestral musicians of the twenty-first century*” directed by Dr. Helena Gaunt as part of Centre for Orchestra.

Main Duties & Responsibilities

1. Liaise with the Assistant Principal and associated project directors concerning the aims of the specific projects and how they may be best realised.
2. Develop appropriate research procedures and tools, including both qualitative and quantitative approaches. Work closely with staff and students in the School and with others particularly within the Link Alliance, in order to the project aims and objectives.
3. Devise and advise on appropriate outputs from research and contexts for dissemination.
4. Engage in comparison, collation and cross-referencing of data and research methods with other members of the project teams.
5. Write or contribute to the preparation of applications for funding, workshop and conference presentations, writing of reports and major publications, including outputs suitable for submission to RAE2012.
6. Analyse and prepare written reports on the data collected.

7. Disseminate research through workshop/conference presentations, published reports, articles, book chapters etc, raising the profile of the Department by promoting the School in all external activity.
8. Plan, design and deliver seminars relating to the research areas and the development of research skills and reflective practice where appropriate.
9. Contribute to the School's curriculum development where appropriate as a result of the research.
10. Liaise with other researchers and teachers in the School, and relevant external contacts in order to further the research through knowledge exchange and through building relationships for future collaboration.
11. Plan the use of research resources and workshops as appropriate.
12. Plan and manage own activity in collaboration with others.
13. Contribute to the planning of research activity within the two specified projects led by Professor Sloboda and Dr. Gaunt.
14. Carry out other duties from time to time as agreed with the Assistant Principal.
15. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. To undertake any other duties that may reasonably be requested appropriate to the grade

Job Title	Research Assistant
Department	Principal's Office
Grade & Level	D Level: 2
Trent Position Number	New Post

Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- PhD completed or near completion in a relevant area (such as psychology, education, empirical musicology).
- Knowledge of qualitative and quantitative research methods.
- Skill in designing research methods (for example ethnographic approaches) relevant to the context of a conservatoire and the interconnections between practice and research, and skill in collecting and analysing associated data.
- Knowledge of and skill in using relevant software, including SPSS, Excel and NVivo.
- Knowledge of and skill in using online data collection.
- Knowledge of and skill in analysing data arising from live and/or videoed performance, workshops and tuition.
- Knowledge of relevant literature.
- Knowledge of and skill in organising and project managing workshops and conferences related to research, including liaising with international participants.
- Practical skills in one of the areas taught within the School (e.g. music performance, acting).
- Excellent oral and written communication skills.
- Good general IT skills.
- Ability to work and plan independently and flexibly.
- Ability to work in a range of institutional and other contexts.
- Excellent attention to detail.

Experience Required

- Experience of using qualitative and quantitative research methods, designing research in the context of a conservatoire or similar performance environment.
- Experience of collecting and analysing data in the context of a conservatoire or similar performance environment, including interviewing performers, teachers and students, thematic and discourse analysis, analysing data from live or videoed material (desirable), handling large data sets, online data collection, parametric and non-parametric statistics.
- Experience in music or drama performance at a high level.

- Experience in writing reports, journal articles and other material suitable for publication.
- Experience in giving papers at seminars and conferences.
- Experience in planning and project managing workshops and conferences.
- Experience of managing own workload.

Other Relevant Information eg. working hours or desirables (only if applicable)

Experience of teaching, for example aspects of research skills, or reflective practice in a conservatoire or performance context.

Core Behaviours

Thinking

Planning and Organising... Managing time, competing priorities and resources in a structured way.

- Plans ahead to ensure agreed deadlines are met
- Changes priorities and switches between tasks without losing sight of deadlines
- Monitors plans and progress, taking corrective action where needed
- Pro-actively keeps relevant stakeholders informed of plans and updates them when things change

Organisational Understanding... Continually building one's understanding of CoL's structures, priorities and processes. Being sensitive to the work environment and personalities and understanding the impact of our own decisions and activities on other parts of the organisation.

- Has a sound knowledge of the structure, goals, processes and priorities of his/her own team
- Understands CoL's vision and relationships between key departments
- Knows where his/her own role fits into, and contributes to, the wider team structure and CoL objectives
- Actively take steps to understand CoL's diverse services and evolving service and organisational strategies

Building Relationships

Communication and Influence... Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

- Takes account of the audience and/or readership, the urgency and the content of the message
- Gets key points of written communication across without ambiguity
- Contributes effectively and concisely at team meetings
- Gives appropriate and balanced feedback (and is accountable for/stands by comments made)

Team Working... Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within CoL and beyond.

- Asks for feedback about own behaviour and style, adapting approach accordingly
- Takes an interest in the 'person' as well as their work
- Willingly shares ideas, resources and information with others

- Offers assistance to colleagues under significant pressure or stress

Self-Managing

Accountability... Being responsible for one's own actions, seeing things through, doing what we say we will.

- Manages time and workload effectively
- Takes responsibility for delivering own work without unnecessary supervision
- Takes quick action to address problems either individually or through involving others
- Accepts constructive feedback and adapts actions/behaviour accordingly

Achieving

Drive and Perseverance... Maintaining a high degree of motivation and commitment to producing work of the highest possible standard at CoL, finishing what we start even in the face of challenging obstacles.

- Sets stretching personal goals and achieves them
- Is tenacious, perseveres in difficult circumstance
- Demonstrates a disciplined approach to completing what has been started
- Seeks out additional work when capacity allows, including work beyond own immediate responsibilities

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £29,690 - £34,550 inclusive of a special London Supplement of £4,780 p.a. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a two year fixed term basis

Hours of Work

Normal hours are 35 hours per week, excluding meal breaks but the postholder shall be expected to work the hours necessary to carry out the duties of the position which will involve frequent evenings and some weekend work, sometimes at very short notice.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be given to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 7.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme. Normal retirement age is 65 years.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.



Departmental Information



The modern Guildhall School is distinctive in being the only major European conservatoire which is both a music school and a drama school, and one which is pre-eminent in technical theatre, professional development and music therapy. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians and a range of annual summer schools further complement the outstanding opportunities available. Long recognised as a centre of excellence, the School has been twice-honoured by consecutive Queen's Anniversary Prizes; in 2005 for its unrivalled development and outreach programme, Guildhall Connect, and in 2007 in recognition of the achievements and work of the School's Opera Programme over the last two decades.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977 solidifying a unique link with both Europe's largest arts and conference centre, including the Barbican Hall and the Pit Theatre, and the world-class London Symphony Orchestra. This connection is now formally recognised with the establishment of the LINK Alliance, a partnership between the School, the Barbican Centre and the LSO to create the world's leading centre for performance, training and education in the performing and visual arts.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards with an exemplary pool of outstanding artists who work with us as directors, conductors, coaches and tutors. The School's graduates consistently succeed at the highest levels of their chosen profession.

The School currently numbers over 800 students on its roll call, approximately 700 of whom are undergraduate and postgraduate music students. At the present time, 135 are studying on the Acting and Technical Theatre programmes. In any given year, about 40% of the students are from outside the UK typically representing over 40 nationalities.

The Guildhall continues to enhance its programmes and contribute to the cultural life of the City by forging even stronger ties not only with the Barbican Centre and the LSO, but also the BBC Symphony Orchestra, the London Jazz Festival, the City of London Festival, the Royal Court, and the RSC.

The most significant investment in the Guildhall School's future was recently announced with unveiling of the plans for the £90 million redevelopment of the neighbouring Milton Court site. The new building will house three new performance spaces: a concert hall (610 seats), a theatre (225 seats) and a studio theatre (up to 128 seats) in addition to drama teaching and administration spaces. By the anticipated opening in the spring of 2013, the Guildhall's facilities will at long last match the outstanding quality of its training and the success of its graduates.

Introduction to the City of London Corporation



About the City

The City is the world leader in international finance and business services – a global powerhouse at the heart of the UK’s financial services. The City of London Corporation provides a dedicated service to the City, from essential infrastructure maintenance to strategic economic development as well as carrying out the normal functions of a local authority. It also provides a range of services that make a wider contribution to economic, social and environmental well-being. Many of these have a direct effect on people outside of the City’s geographical boundaries and contribute to a wider regional and national prosperity.

The City Corporation pre-dates Parliament and its experience and tradition underpin its modern and efficient services. Its constitution is rooted in the ancient rights and privileges enjoyed by citizens before the Norman Conquest in 1066. It proudly maintains its heritage through a series of ceremonial functions, including the Lord Mayor’s Show, that uphold the distinctive nature of the City and the City of London Corporation.

Organisational structure

The City Corporation is run through the Court of Common Council – its main decision making body – which is presided over by the Lord Mayor.

The Court is made up of Members and Aldermen who are elected from the City’s 25 wards to represent the interest of both residents and businesses. The Court operates on a non-party political basis and meets to debate issues that have arisen from the City Corporation’s diverse committees.

These committees, with the City of London Corporation overall direction provided by the Policy and Resources Committee, discuss day to day activities and projects in collaboration with City of London Corporation officers who carry out the work and report to the Town Clerk.

Our Vision

The City of London Corporation’s vision is;

The City of London Corporation will support and promote the City of London as the world leader in international finance and business services, and will maintain high quality, accessible and responsive services benefiting its communities, neighbours, London and the nation.

Our Strategic Aims

From this overall vision we have three strategic aims:

- To support and promote ‘The City’ as the world leader in international finance and business services.
- To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors whilst delivering sustainable outcomes.
- To provide valued services to London and the nation.

Our Medium Term Policy Priorities

These aims are supported by five key medium term policy priorities:

- Improving our efficiency whilst maintaining the quality of our services
- Being a good neighbour
- Supporting people and business through the current economic downturn
- Acting as a voice for the City and all its communities
- Providing cultural opportunities for all

Our Core values

The City Corporation has three core values that inform the way we work, what we do and how we do it:

- **The right services at the right price**

Providing services that our varied communities need in an efficient and sustainable manner, as established through dialogue and consultation.

- **The best of the old with the best of the new**

Securing ambitious and innovative outcomes that make a difference to our communities whilst respecting and celebrating the City’s traditions and uniqueness, and maintaining high ethical standards.

- **Opportunity and prosperity for all**

Demonstrating commitment to equality and diversity of opportunity for those within and beyond our boundaries and seeking to increase social capital and economic wellbeing through investment in people, services and infrastructure and responsible management of natural resources.

Further detail is provided in the City Of London Corporation’s Corporate Plan 2009-2012, available on the City’s website: cityoflondon.gov.uk/corporateplan

Performance

In February 2009, the City of London Corporation was given the highest rating of four stars for performance (of our local authority functions) and judged to be improving strongly in the Audit Commission’s Comprehensive Performance Assessment for 2008. We retained our scores of 4 for Children and Young People and for Adults Social Care.

Full details of all our services are available on our website www.cityoflondon.gov.uk

.Partnerships

The City of London Corporation is also the lead organisation in the City's local strategic partnership: The City Together (TCT) Board. The TCT is responsible for delivering the wider priorities for the City's communities as laid out in the sustainable community strategy (SCS) entitled *The City Together; the Heart of a World Class City 2008-2014*.

Vision, Themes and Goals

The vision for The City Together is:

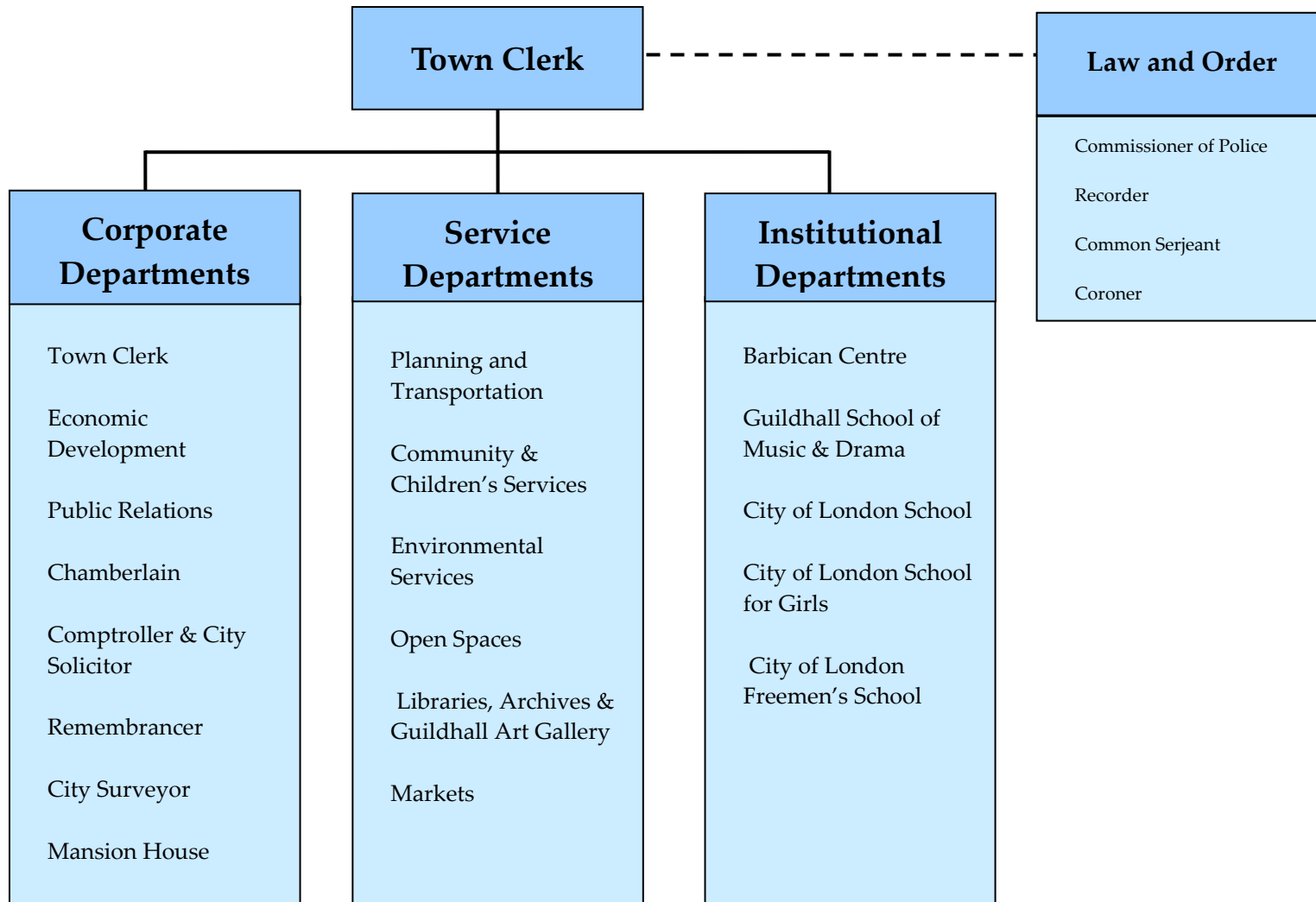
The City Together will work to support the City of London as a leading international financial and business centre in a way that meets the needs of its diverse communities and neighbours.

The five themes for The City Together Strategy are:

The City Together: The Heart of a World Class City which
....is competitive and promotes opportunity
....supports our communities
....protects, promotes and enhances our environment
....is vibrant and culturally rich
....is safer and stronger

More information can be found at cityoflondon.gov.uk/thecitytogether

Organisation Chart for the City of London Corporation



Equal Opportunities in Employment Policy



Introduction

The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace.

Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

The City of London Corporation will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City of London Corporation recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will

- communicate the policy to all employees
- provide appropriate training
- allocate clear responsibilities

Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the City of London Corporation's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City of London Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the City of London Corporation's disciplinary procedure.

Recruitment and Selection

Equal opportunity starts here. We will

- consider candidates solely on merit, against carefully considered, justifiable job requirements
- ensure people involved in recruitment are trained appropriately

- make advertisements welcoming to all types of applicant
- avoid stereotypes that only certain groups of people are suitable for particular jobs

Career Development and Training:

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will

- provide the support necessary to help employees realise their employment potential
- encourage employees to apply for jobs which suit their experience and skills

Terms and Conditions of Employment

Fairness in how people are rewarded is fundamental. We will

- ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution
- ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them

Flexible Working

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will

- consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City of London Corporation

Working Together

The City of London Corporation is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. We will

- ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- monitor complaints to check that our policy and procedure is working

Monitoring and review

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will

- statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving
- use the data collected to examine the success of this policy and to plan for the future
- consult appropriately on the effectiveness of our equal opportunities in employment policy

Different Types of Discrimination

We recognise that discrimination can take different forms

Direct Discrimination

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

Indirect Discrimination

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of an advert might discriminate against younger people or those who have spent time looking after small children.