

## Job Description

**1 Date: December 2017**

**1.1 Post title: Legal & Employment Relations Administrator**

### **1.2 BACKGROUND INFORMATION**

- Society of London Theatre (SOLT) and UK Theatre Association (UK Theatre) are membership organisations representing theatre owners, managers and producers in central London, including the West End, and across the UK. The organisations are independent, but largely share a common staff.
- Access to free legal advice is one of the key benefits of membership of SOLT and UK Theatre. The Legal team provides advice to members on the many legal issues which they encounter in the day-to-day running of their businesses. The team also provides legal services in-house.
- The Employment Relations team works with, and advises members on, the terms and conditions and pay for staff engaged in professional theatre in the West End and throughout the UK, such as actors, stage managers, technicians and the creative team.

### **1.3 MAIN PURPOSE OF JOB**

- To provide day-to-day first-class administrative support to the Legal and Employment Relations teams.

### **1.4 POSITION IN ORGANISATION**

**Position of Line Managers:** Head of Legal Affairs and Head of Employment Relations

**Responsible for:** No reports

### **1.5 MAIN ACCOUNTABILITIES**

- To take legal and employment relations telephone queries from members, ensuring the necessary information required by the Legal and Employment Relations teams is obtained.
- To ensure up-to-date records of pay rates are kept.
- To extract required details from information and statistics, and present them in a professional format.
- To minute meetings, and type up and circulate draft minutes as required.

- To control and issue contracts under the collective agreements.
- To carry out the administration and filing of statutory returns and maintain company registers.
- To carry out the administration of data protection notifications and renewals.
- To collate and chase up MRSL (actors' salaries) returns.
- To filter and circulate information from parliamentary agents.
- To carry out research when required.
- To carry out the extensive organisation of meetings with multiple attendees.
- To prepare papers for meetings, circulations and hearings, including typing and distribution.
- To post, update and check legal and employment relations information on designated websites.
- To update databases and contact lists.
- To respond to general correspondence and enquiries.
- To manage diaries, make travel arrangements, carry out filing (both electronic and paper) and archiving, and undertake all other general administrative duties.
- Any other duties commensurate with the role.

**Person Specification**  
**Legal & Employment Relations Administrator**

Competency	Attributes	Essential/ Desirable
<b>Experience</b>	1.1 Minimum of 2 years' experience working in an administrative support role within a busy office environment	Essential
	1.2 Previous experience of working in theatre	Desirable
<b>Knowledge</b>	2.1 Up-to-date knowledge of online media	Essential
	2.2 An understanding and commitment to equality and diversity	Essential
	2.3 Experience of using CRM and CMS systems on a day to day basis	Desirable
	2.4 An interest in theatre	Desirable
	2.5 A broad understanding of the arts in the UK	Desirable
<b>Skills/ Abilities</b>	3.1 Ability to adapt to the different styles and needs of the two managers and their teams	Essential
	3.2 Excellent interpersonal skills	Essential
	3.3 Self-confidence, self-reliance and self-motivation	Essential
	3.4 Commitment to remedying problems using own initiative and the ability to use all available resources	Essential
	3.5 Diplomacy and able to be trusted with sensitive and confidential information	Essential
	3.6 Ability to quickly identify customer needs through effective questioning	Essential
	3.7 Ability to work effectively as part of a team, maintaining a positive outlook at all times	Essential
	3.8 Excellent prioritising and organisational ability	Essential
	3.9 Strong written and verbal communication skills	Essential
	3.10 Competency in all Microsoft Office packages	Essential

	3.11	Accuracy, numeracy and a high level of attention to detail	Essential
	3.12	Minimum 50 WPM typing ability	Essential
	3.13	Minute-taking skills	Desirable
<b>Qualifications</b>	4.1	Educated to degree level or equivalent	Essential
	4.2	Evidence of continuous professional development	Essential