



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: Legal and Business Affairs Administrator

Reports to: Head of Legal and Business Affairs

Main purpose of the job

The Legal and Business Affairs team is responsible for ensuring that the Royal Opera House has acquired all of the necessary rights and permissions to conduct its business, protect its rights and properties, to ensure legal compliance in line with its charitable status and to ensure efficiency in its use of public and private funds.

To provide effective and proactive administrative support to the Head of Legal and Business Affairs including clearing, administering and monitoring ROH rights, ensuring compliance with approved records management processes and policies and office support.

To manage own learning and contribute to a culture of continuous improvement

Main Responsibilities

Working to priorities set by the Head of Legal and Business Affairs, and department standards:

Business Processes

- Clearing, administering and monitoring ROH rights covering all areas of ROH activity
- Follow department procedures and best practice guidelines
- Take a proactive approach to all designated projects and follow up actions

Contracting Processes

- Collate and store signed contracts (in electronic form) in compliance with department standards
- Assist team in dealing with contracts and queries from other departments

Administration

- Provide typing, document management and general office support to the Legal and Business Affairs team
- Maintain the office administrative systems and provide administrative support as required
- Maintain the Legal and Business Affairs intranet site
- Work collaboratively with other team members and maintain effective liaison with all departments and external contacts
- Undertake other tasks as may be required from time to time

Continuous Improvement

- Keep in touch with best practice and compliance requirements, new technology or developments relevant to the role
- Foster and contribute to a culture of innovation and continuous improvement
- Manage own learning and continuous professional development relevant to the role; undertake any training or development if needed
- Uphold ROH values and behaviours: Treat each other with **Respect** | Be **Open** | Value the **Highest Standards**, and support our goals for diversity and inclusion in all aspects of the role
- Uphold a culture of collaborative working, team working and a high standard of service delivery

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience

Business Affairs

- Ability to undertake administrative work effectively in a Legal and Business Affairs department
- Experience or knowledge of Rights management issues and the ability and interest to develop this further
- Legal experience and a genuine interest in legal and business affairs
- Respect for compliance issues and confidential information
- Strong written and verbal communication skills with high standard of English, with ability to draft and amend documents as directed

Administration Skills

- Strong time management skills with the ability to prioritise and manage a busy workload with high productivity
- Excellent organisation skills
- Good judgement and able to request guidance when needed
- Very competent Microsoft Office user including Word, Excel and PowerPoint
- Accurate typing, high standards of general accuracy and attention to detail
- Strong numeracy skills, able to work accurately with data entry and checking figures (in particular in relation to royalties)
- Familiarity with accounting software or databases (such as Microsoft Access) or ability to learn
- Able to adapt to using new technology and systems updates and work effectively

People Skills

- Consistent high level of responsiveness and customer care, coupled with tact and diplomacy
- The ability to represent the Royal Opera House and deal with people at all levels (colleagues, business partners, artists, agents and the public) in a confident and professional manner
- Ability to work effectively self-directed with little supervision or as part of a team

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high-quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.