

Particulars of Appointment

Human Resources Officer (Part-time, Fixed-term, Maternity cover)



The University College

Harper Adams University College is the premier UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors, and has an increasingly important national role in teaching a wide range of rural subjects. Situated in rural and scenic Shropshire the University College, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University College campus is only one hour from the UK's second city of Birmingham. Over 2,500 HE students attend the University College, primarily on sandwich courses which include a year-long industrial placement.

The University College was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, a commercial farm of 205 hectares, with rented land the total area farmed is approximately 508 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in July 2006.

The University College offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are extremely wide ranging and cover Agriculture, Animal Welfare and Managements, Business, Countryside, Engineering, Food, Leisure and Tourism and Land & Property Management. The University College has also focused on developing its postgraduate education and research and there is a growing number of postgraduate students at both diploma and masters level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews. There is active encouragement of research in preparation for the Research Excellence Framework (REF) and the University College was pleased to receive confirmation in RAE 2008 that a number of areas of research were rated as being of international importance. Our extensive programme of research and education for rural professionals supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB, Marks & Spencer and HSBC Bank.

Harper Adams has been listed as the UK's Best University College in the Sunday Times University Guides for the last five years. In the 2012 guide (published September 2011), Harper was placed 6th for teaching excellence (from 122 higher education institutions), 6th for student satisfaction, with the institution's graduate unemployment statistic one of the lowest in the UK.

The Quality Assurance Agency's most recent institutional audit (March 2010) concluded with a confidence judgment and identified features of good practice, including the ways in which employers support the design and delivery of our curricula, the approach to quality enhancement, including the work of the *Aspire* Centre for Excellence in Teaching and Learning programme and the quality management arrangements that have been put in place to support the development and implementation of employer-focused programmes.

In recognition of its excellent teaching, Harper Adams University College was named a Centre for Excellence in Teaching and Learning (CETL) being one of only 54 HE institutions across England to receive such an award. Through the £1.9 million funding available from the award

the University College provided a centre on the campus where innovative approaches to teaching and student support have been developed. The *Aspire* CETL has also provided a focus to develop part-time work based learning, placement learning, learner support arrangements, professional skills and e-learning.

Harper Adams has extensive, well-equipped teaching facilities. These include lecture theatres, tutorial rooms, a recently constructed library with environmental management features, a variety of IT suites including an engineering design centre, extensive laboratory facilities, a field laboratory, the farm, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations.

A focal point of Harper Adams's involvement with the food industry and the agri-food food supply chain is the Regional Food Academy (RFA) building. This resource has been established within a £4 million project through which Harper Adams and the RFA's staff provide support to food businesses. The food technology resources of the RFA underpin food industry related undergraduate teaching and short courses as well as the technical and consultancy services provided to the food industry by the RFA. Through the work of the RFA, Harper Adams is involved with a broad spectrum of food businesses, from regional SMEs to national and international blue chip companies.

The University College was accredited as an Investor in People in April 2003 and re-accredited in 2006 and 2008. It provides a range of training and professional development opportunities via its staff development programme.

Other facilities at the University College

The University College's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University College operates tennis courts, an open-air swimming pool and bowling green that are available for staff use during the summer period. University College catering outlets provide access to lunch facilities on campus.

Students and staff are able to take part in a number of social activities in support of the local community, including Pantomimes, Reviews and other charitable activities.

For further details about the University College, please visit our website:

<http://www.harper-adams.ac.uk>

The Human Resources Team

The Human Resources Department operates under the direction and leadership of the University College Secretary. We are currently a team of six: Head of Human Resources, three Human Resources Officers (this appointment is one of these posts), Staff Development Officer and Human Resources Administrator. Our purpose is to provide a comprehensive, professional HR Management and Staff Development service to the University College community, which currently numbers some 470 staff.

The Appointment

This is essentially an HR generalist role in which you will be required to provide advice and support on a wide range of HR issues. The appointment also offers an opportunity to contribute to the University College's developing HR agenda and to gain valuable experience in the broader aspects of human resource management.

Your key responsibilities will be to:

- maintain and develop knowledge of key employment legislation, draft policies and procedures as required and provide advice to line managers, as appropriate;

- provide timely advice and support to line managers and staff on a diverse range of HR issues including conditions of service, staffing policies and procedures, discipline and grievance resolution;
- play an active role in the recruitment and selection process and act as HR representative on staff selection panels, as required;
- prepare letters of appointment and Principal Statements of terms and conditions of employment;
- play a key role in staff induction;
- participate in the job evaluation programme as a role analyst (full training will be provided);
- actively promote the University College's commitment to equality and diversity issues throughout the College;
- assist in the identification of best practice within and outside of the HE Sector and its appropriateness in supporting staffing practices and procedures;
- up-date policies and procedures as required, ensuring that staff consultation and committee approval is sought as appropriate;
- produce bespoke and ad-hoc reports/data analyses as required;
- undertake such other duties or assignments within the scope of the post as may be reasonably requested by the Head of HR;

Person Specification

Candidates should be educated to degree level or equivalent in an appropriate subject and have previous experience in a HR generalist role, ideally gained within the Higher Education or other related Public Sector areas. Full membership of the Chartered Institute of Personnel and Development is desirable.

Candidates must be able to demonstrate:

- A sound, up to date knowledge and understanding of employment legislation;
- Knowledge and understanding of equality and diversity issues, particularly in relation to specific duties placed on public sector bodies;
- Excellent inter-personal skills with the ability to liaise confidently with staff and stakeholders at all levels;
- Well-developed interviewing skills;
- Excellent oral and written communications skills;
- Evidence of an ability to organise, prioritise and manage own workload, working to deadlines;
- Analytical and problem solving skills;
- Evidence of ability to work independently and as part of a team;
- Tact, diplomacy and ability to maintain confidentiality;
- Accuracy and attention to detail;
- Competent in Microsoft Office including word, excel, power-point and outlook;

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES) directly affect the terms and conditions insofar as they have been adopted by the Board of Governors

Salary The appointment carries a commencing salary within the range £27,578 - £30,122 (pro-rata) per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer.

Contract Term This is a part-time, fixed-term Maternity cover appointment of no longer than 12 months duration. The employment may be terminated during the course of the contract by either party giving on months' notice.

Hours of Work The routine working week is 22.2 hours over Monday to Wednesday, inclusive. There may be an occasional requirement for overtime working and time off in lieu will be allowed for hours worked in excess of 22.2 per week.

Holidays The annual holiday entitlement is 12 working days, plus a pro-rata entitlement to Bank Holidays and extra statutory days. The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Head of Human Resources.

Sick Leave During periods of certified sickness the postholder will be eligible to receive sick pay in accordance with the University College Sick Pay Policy. The payment of sick pay is subject to compliance with the College rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Pension The postholder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions from time to time in force. The LGPS is contracted out of the State Earnings Related Pension Scheme (SERPS). Full details of the Scheme will be provided to the successful applicant upon commencement of employment.

Probationary Period The first six months of employment will be a probationary period during which suitability to the post will be assessed. The probationary period may be extended at the discretion of the University College.

Exclusivity of Service You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University College at all times. Accordingly, you must not, without written consent of the University College, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University College.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University College (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

Criminal Convictions

The post involves substantial opportunity for access to children and young persons under the age of 18. For this reason the College is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to the post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes would be considered "spent" under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Criminal Records Bureau check before an appointment can be made.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box provided on the application form.**

Application Procedure

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

to arrive no later than **Thursday 16 February 2012**

	Essential	Desirable
Qualifications	<p>Educated to degree level or equivalent</p> <p>Graduate member of CIPD</p>	Chartered member of CIPD
Experience	<p>Substantial previous experience in an HR generalist role</p> <p>Up to date knowledge of employment legislation and experience of employee relations</p>	Experience gained in the HE sector or other related public sector
Knowledge/Skills	<p>Excellent oral and written communication skills</p> <p>Competent in Microsoft office including word, excel, powerpoint and outlook</p> <p>Able to organise, prioritise and manage own workload, working to deadlines</p> <p>Accurate and attention to detail</p>	<p>Knowledge and understanding of equality and diversity particularly in relation to public sector duties</p> <p>Well developed interviewing skills</p> <p>Well developed analytical and problem solving skills</p>
Personal Qualities	<p>Tact, diplomacy and ability to maintain confidentiality</p> <p>Excellent interpersonal skills with the ability to liaise confidently with staff and stakeholders at all levels</p> <p>Able to work independently and as part of a team</p>	