

Particulars of Appointment

Registry Assistant (Part-time, fixed-term appointment)



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 Registry

The Registry deals with all aspects relating to the admission of students, the maintenance of electronic and paper-based student records, and the generation of statistical reports. Staff deal with enquiries and applications, arrange student interviews, notify the outcome of applications and register students onto courses. It is also the point of contact for students in relation to Student Finance queries and is responsible for the allocation of means tested scholarships.

Registry staff have frequent dealings with local education authorities and a number of national bodies concerned with the funding and collection of statistical information. They also liaise closely with staff in related administrative functions within the University College and with academic and student support staff. The team comprises of the Head of Admissions and Student Records, Admissions Officer, Student Records Officer, Student Financial Support Officer, one full-time and two part-time Registry Assistants, and a part-time Postgraduate Administrator.

The Appointment

Main Duties and Responsibilities

- To deal with initial course enquiries (by post, telephone and email), including sending promotional material to enquirers.
- To arrange and organise interviews for applicants, including liaison with academic and other University College staff.
- To use the University College's student record system to enter and maintain applicant and student data and facilitate on-line enrolment.
- To create and maintain applicant and student files.
- To provide support in the administration of open days for enquirers and applicants and the registration of new students.
- To provide administrative support to the Admissions Officer, Student Records Officer and Student Financial Support Officer.
- Provide advice and guidance during open days and interview afternoons, including providing presentations to groups, including applicants and their parents.
- To provide amanuensis support for students during exam periods.
- Any other duties as agreed with the line manager and head of department.

The Person

The ideal candidate will possess:

- An honours degree or equivalent professional qualification. (E)
- Substantial experience in an admissions role. (D)
- Experience of office administration. (E)
- High level organisational skills, the ability to prioritise and multi-task, with keen attention to detail. (E)
- The ability to communicate accurately and effectively in writing and orally with students, staff and external colleagues, including open day presentations. (E)
- Excellent IT skills, including experience in the use of Microsoft Office Suite and a large multi-user database. (E)
- Good team working skills. (E)
- Experience of working in higher education would be particularly welcome. (D)
- The ability to work flexible hours, including occasional weekend and evening work to support key functions, such as open days. (E)

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 commencing salary will be within the range £17,827 - £18,868 (£9,636-£10,198 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 fixed-term appointment of no longer than 2 years duration in the first instance. 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 20 hours over Monday to Friday, inclusive. There may be an occasional requirement for overtime working and time off in lieu will be allowed for hours worked in excess of 37 per week.
Holidays	The annual holiday entitlement is 20 working days, plus Bank Holidays and 3 College closure 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 Line Manager.
Sick Leave	During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the 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 post-holder 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 a final salary scheme and 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 College.
Exclusivity of Service	<p>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.</p> <p>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.</p>

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 29 March 2012**

Short-listed candidates will be invited to interview on Friday 20 April