



JOB DESCRIPTION

Title of the post: Occupational Therapist
Permanent, Full Time

Department: Student Services

Reporting to: Head of Student Services

The University

Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 640 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 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

Academic Provision

The University 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 wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD 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 and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors 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 including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

Recognition

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University has been the highest performing modern university in The Times and Sunday Times Good University Guide for the last five years.

In the QS World Rankings for Agriculture and Forestry published in March 2020, Harper Adams was ranked, for the third time, as first in the UK for academic reputation and second in the world for its reputation with employers.

In the 2020 Whatuni? Student Choice Awards, based on student reviews, Harper Adams won the best job prospects category for a fifth year running.

The University is one of the UK's Top 10 for student satisfaction, based on the results of the National Student Survey, and number 1 for graduate employment based on the 2020 Graduate Outcomes survey.

Facilities

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre is due to open in 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

Catering and Sports Facilities

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

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

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

The Student Services Team

Student Services at Harper Adams includes management of residential accommodation on-campus, oversight of approved off-campus accommodation, a welfare and advice function and general support for students to maximise their academic and personal development whilst at University.

Due to staff departure, the growth of the Harper & Keele Vet School and ongoing work on our community initiatives we have some exciting new opportunities to join the Student Services Team.

Main Duties and Responsibilities

The post-holder will be the main point of contact for Harper Adams University students and Harper Adams hosted Veterinary Medicine students, for general student support and welfare enquiries and will provide first line support to students seeking guidance on personal matters and/or access to other services and support. Working closely with other colleagues, the post-holder will handle individual and complex student circumstances. The post-holder will be responsible for supporting a caseload of students with mental or physical health difficulties, particularly those with moderate to severe difficulties and those preparing for, or on, work placements.

The main duties of the role include:

- To act as primary support for students with moderate to severe mental or physical health difficulties at any stage during their studies, but in particular, those on or preparing for work placements (including voluntary Extra-Mural Studies).
- To work with the student and appropriate academic staff, to assess their support requirements and co-ordinate the University's provision to meet their support needs, enabling them to progress and succeed in their studies.
- To undertake assessments, including assessment of risks, for students presenting serious mental health conditions and, through liaison with colleagues, implement appropriate support and safety plans to maximise academic and work place success
- To work proactively with students preparing for work placements and Extra-Mural Studies (veterinary medicine students) to manage any health concerns
- To provide guidance and highlight risk factors in relation to students on work placements and specific working environments
- To work proactively and strategically with veterinary medicine and veterinary nursing colleagues to embed wellbeing practices into the curriculum
- To present as first point of contact for any third parties advocating or representing students with health difficulties (e.g. the Community Mental Health Team and GP) and liaise with relevant external support services.
- To manage a caseload and work collaboratively with the Wellbeing Team to discuss and review case management and complex cases
- To work collaboratively with the Wellbeing Team to ensure high service standards and continuous service development.
- To promote mental health and wellbeing and awareness of health conditions across the University.
- To support students in negotiating a review of their fitness to study/practice and offer guidance in consideration of appropriate alternative modes of study e.g. postponement, part-time study.

- To keep up to date with health matters and developments, both generally and specifically where these affect higher education and attend training as necessary to keep abreast of changes in legislation.
- To keep accurate records, in line with the Data Protection Policy and the University's Data Retention Schedule and to report relevant statistics, service evaluation and annual reports as required.
- All other duties and responsibilities commensurate with the post and the salary range of the grade and such other duties as the Head of Student Services or Director of Academic Services may require from time to time.

Personal Specification

	Essential	Desirable
Qualifications	A professional qualification in a relevant field e.g. HCPC Registered Occupational Therapist or Registered Mental-health Nurse (RMN)	
Experience	Demonstrable, significant experience of providing support for people with mental health and/or physical difficulties in an educational or work place setting	<p>Experience of working with young people aged 17+, from a range of backgrounds, and a demonstrable understanding of their needs and behaviours</p> <p>Awareness and understanding of student experiences and the difficulties students face in higher education</p> <p>Experience of contributing to policies, procedures and practice, ideally in a mental health and/or higher education setting</p> <p>Experience of collaborative and multi-disciplinary working</p>
Knowledge/Skills	<p>A thorough knowledge of mental health difficulties, care pathways and services, practices, provision and legislation in the UK.</p> <p>The ability to act as an advocate for student with health difficulties</p> <p>Demonstrable ability to provide advice, guidance and support to students with mental health difficulties</p> <p>Excellent organisational skills, with the ability to manage a caseload and maintain confidential records in line with General Data Protection Regulations legislation</p>	

Personal Qualities	<p>Credibility with students and staff</p> <p>Self-motivated and able to work independently</p> <p>Excellent interpersonal and team work skills</p>	
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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 £30,942 to £33,797 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a full time/permanent post. The employment may be terminated during the course of the contract by either party giving two months' notice in writing.
Hours of Work	The routine working week is 37 hours over Monday to Friday, inclusive, however a flexible approach to working days/hours may be accommodated. There may be a requirement for overtime working, or occasional weekend working, from time to time. Time off in lieu may be allowed for agreed hours worked in excess of 37 hours per week.
Holidays	The annual holiday entitlement is of 22 working days, plus 3 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years' service. The holiday year runs from 1 August to 31 July 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 University Sick Pay Policy. The payment of sick pay is subject to compliance with the University 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 Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.
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 at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

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 (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 the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this 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 are “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.

Application Procedure:

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

To be submitted no later than midnight on Sunday 20th June 2021.