

JOB DESCRIPTION

Title of the post: Registration, Assessment Records and Awards Administrator
(Permanent, Part Time)

Department: Registration, Assessment Records and Awards

Reporting to: Deputy Head, Registration, Assessment Records and Awards

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 Role:

The post holder will undertake a range of administrative and clerical duties to support the work of Registration, Assessment Records and Awards, and will act as the first point of contact for the delivery of a professional service to students and staff.

Main duties:

- Undertake a range of administrative and clerical duties to support the work of key student lifecycle activities, including but not limited to:
 - Maintenance of student record relating to changes of circumstance
 - Maintenance of the student record system (SITS) with regards module registrations and assessments.
 - Preparation of assessment materials
 - Co-ordination of the work of external examiners
 - Examination arrangements (including exam hall set-up)
 - Administration of amanuensis provision for students during examination periods
 - Administrative support for various cross-team functions, for example, Academic Misconduct
 - Support for the Course Assessment Boards (e.g. preparation of board papers)
 - Support the academic quality-related administrative processes related to assessment and results
 - Result processing and awards
 - Monitoring work and internal quality assurance exercises
 - Provide support for the creation and maintenance of Standard Operating Procedures (SOPs) for all key processes that are undertaken within office.
- Undertake a range of IT-related tasks supporting the work of the team, including: a) data input to proprietary and in-house databases such as SITS; b) word processing using MS Word; and c) design and use of spreadsheets using MS Excel
- Act as a first point of contact, responding professionally and promptly to enquiries via email, telephone, Microsoft Teams or face-to-face enquiries from students, staff and external visitors.
- Advise the Deputy Head of any problems with or delays to the delivery of functions and services.
- Contribute to the review of policies and procedures within the remit of RARA.
- Prepare documentation to be sent to the RARA archive.
- Provide administrative support to identified task and finish and working groups undertaking business related to RARA.
- Ensure compliance with Data Protection and Health and Safety Regulations.

Any other duties:

- a. Any other duties commensurate with the level of this post for which the role holder has the necessary experience and/or training.
- b. Assist with events such as Open Days and Applicant Days, as required.
- c. Be flexible in relation to hours of work as may be reasonably requested from time to time to cover sickness and annual leave for other Academic Services staff.

Personal Specification

	Essential	Desirable
Qualifications	Educated to A-level or equivalent qualification or substantial relevant experience.	Business administration or customer service qualification.

Experience	Demonstrable experience of customer-facing or administrative support and enquiry services.	Experience of using an on-line student information system for managing students and programmes. Experience of working in a higher education environment.
Knowledge/Skills	Strong IT Skills, including word processing, spreadsheets, databases and use of e-mail and the internet. Ability to work with a range of people, in teams or individually, in a busy environment. Good standards of accuracy, consistency and attention to detail, with the ability to take personal responsibility and use initiative. Well-developed organisational skills with the ability to prioritise, and respond positively to varied workload.	Ability to exercise discretion when handling data and in accordance with GDPR. Able to draw on knowledge and experience to provide information and advice in which staff and students can have complete confidence
Personal Qualities	Commitment to delivering a high quality professional, user-centred service to students and staff. Enthusiastic and self-motivated, with a positive outlook and openness to explore new ways of working and new forms of technology which can improve services. High standard of literacy, communication and interpersonal skills, able to communicate information to a range of audiences.	

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 £20,600 to £21,686 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 on the 28th day of the month.

Contract Term This is a full time/ part time post. The employment may be terminated during the course of the contract by either party giving one months' notice in writing.

Hours of Work The routine working week is 22,2 hours over Monday to Friday, inclusive. There may be a requirement for overtime working from time to time and time off in lieu may be allowed for agreed hours worked in excess of 22.2 per week.

Holidays The annual holiday entitlement is a pro rata of 22 working days, plus 3 University

closure days and Bank Holidays. Annual holiday entitlement rises to a pro rata of 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 24 September 2021