

**Title of the post:** Uni Connect Hub Manager  
Full time, Fixed Term to 31 July 2022]

**Department:** Marketing, Communications & Recruitment

**Reporting to:** Director Marketing, Communications and Recruitment

## **The University**

### **Background**

Harper Adams University is the leading UK Higher Education (HE) institution university tackling the future development of the world's food production, animal sciences, engineering, land management and sustainable business.

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 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 2021, Harper Adams was ranked, for the fourth time, as first in the UK 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 2020, 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 opened 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 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**

Harper Adams University is an accountable institution delivering against the Uni Connect Programme which is led by Keele University and funded by the Office for Students. Higher Horizons Uni Connect is a partnership led by Keele, involving local universities and colleges, delivering outreach activities to a list of targeted secondary schools and colleges in the local area aimed to help young people from backgrounds underrepresented in higher education progress to higher-level study. As part of this programme, the Uni Connect Hub Manager will be responsible for managing the successful operation of the Outreach Delivery Hub, under direction from the Central Management Team at Keele University. The Hub Manager will be responsible for meeting all school engagement targets for the project by overseeing the delivery of outreach activities and events to a target list of secondary schools and college throughout Shropshire and

Staffordshire. The Hub Manager will also be responsible for the management of the Harper Adams University Delivery Hub budget; the management of data collection and evaluation of outreach projects; and meeting reporting requirements set by the Central Management Team and the Office for Students. The Hub Manager will also have line management responsibility for the Delivery Hub team.

The Uni Connect Hub and the Uni Connect Hub Manager sits within the Marketing, Communications and Recruitment Department.

### **Main Duties and responsibilities:**

- To manage and be responsible for the successful operation of Harper Adams University's Higher Horizons+ Uni Connect Hub.
- To manage the Hub budget effectively, ensuring that Project Officers are maximising the use of project funding.
- To have an oversight of the account managed schools that sit within the Harper Adams University Higher Horizons+ Hub, delegating responsibility to Project Officers as appropriate.
- To be responsible for reporting on all aspects of the Hub's budget and activity to the Higher Horizons Central Management team at Keele University
- To take responsibility for the Harper Adams University Hub achieving all targets set by the Central Management team in accordance with the Office for Students funding terms and conditions.
- To develop and deliver a range of agreed outreach activities such as school workshops, summer schools, master classes and young person conferences in accordance with the Higher Horizons Progression Framework.
- To oversee the effective gathering of participant information in order to allow the monitoring and evaluation of impact by the Central Management team and the Office for Students.
- To be responsible for liaison with Harper Adams University academic staff and professional services staff, ensuring buy-in where appropriate, so that institutional staff can contribute to outreach activities delivered by Higher Horizons.
- To be responsible for liaison with third parties that will benefit the aims and objectives of the programme.
- To work accurately to meet all deadlines set by the Central Management team, including on the development and delivery of activity, and on all reporting requirements of the Hub.
- To be responsible for bringing to the attention of the Higher Horizons Operations Manager in a timely manner any problems or issues which may have a detrimental impact on the project.
- Any other duties as deemed necessary by the Higher Horizons Operations Manager and/or Head of Higher Horizons.
- To work with the Central Management team to ensure all communications and marketing of the project is relevant, up to date, and appropriate for a school audience.
- To contribute to, and manage Hub involvement in, social media campaigns run by the Central Management team.
- To contribute to marketing materials developed by the Central Management team.
- To act as the main point of contact for senior leaders in account managed schools i.e. Heads and Principals
- To provide written reports for the Higher Horizons Management Steering Group and Higher Horizons Governance Group on Hub progress against targets.

### **Team Work**

- To work with other Hub Managers across the Higher Horizons+ network to build effective relationships.
- To work alongside the Harper Adams University Recruitment and Outreach team to ensure that activity offered by both teams is complementary and avoids duplication.
- To attend monthly Operations Meetings with Central Management team Managers and Hub Managers to report on Hub activity.

### **Supervision / Staffing**

- Lead, manage and develop Harper Adams University Delivery Hub staff.

## Personal Specification

	Essential	Desirable
Qualifications	Holding a degree or professional qualification relevant to the role	
Experience	<p>Evidence of project and programme management</p> <p>Experience of staff management and development in a professional setting</p> <p>Experience of budget management</p> <p>Experience of reporting progress against targets and on project deliverables</p> <p>Evidence of working within a young person or customer-focused delivery service</p> <p>Experience of working within the UK education system</p> <p>Experience of project evaluation and impact assessment</p>	<p>Experience of large-scale collaborative projects</p> <p>Experience of working in an outreach, school liaison or widening access team within a higher education setting</p>
Knowledge/Skills	<p>Understanding of the widening access agenda within higher education</p> <p>Ability to communicate with and influence a wide range of stakeholders with a focus on diplomacy and target delivery</p> <p>Evidence of the ability to work on own initiative, managing competing priorities and delivering outputs in line with agreed objectives and timescales</p> <p>Effective team player who has successfully worked with others to build positive relationships</p> <p>Excellent communication skills, including verbal and written</p> <p>Strong IT skills, including good knowledge of and experience using Microsoft Office and Microsoft Teams</p> <p>An understanding of higher education practices and policies relating to progression and widening access</p> <p>Ability to work accurately and with attention to detail to meet deadlines</p>	<p>Awareness of child protection and safeguarding issues</p> <p>Awareness of data protection legislation and information security</p>

	Ability to work independently to interpret complex information	
Personal Qualities	<p>Ability to meet the travel requirements of the role and make occasional overnight stays as required</p> <p>Ability to work occasional evenings/weekends as appropriate</p> <p>A commitment to the continued professional development of self and those within the team</p> <p>Must hold a full UK driving licence.</p>	

## 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.

<b>Salary</b>	The commencing salary will be within the range £35,326 to £39,739 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 <sup>th</sup> day of the month.
<b>Contract Term</b>	This is a Full time, fixed term appointment until 31 <sup>st</sup> July 2022. The employment may be terminated during the course of the contract by either party giving one month's notice in writing.
<b>Hours of Work</b>	The routine working week is 37 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 37 per week.
<b>Holidays</b>	The annual holiday entitlement is 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 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.
<b>Sick Leave</b>	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.
<b>Pension</b>	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.
<b>Exclusivity of Service</b>	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 take into account 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. 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 be submitted no later than midnight on the 26 September 2021**