



JOB DESCRIPTION

Title of the post:	Departmental Administrator Full-time (1.0 FTE), Permanent
Department:	Animal Health, Behaviour and Welfare
Reporting to:	Head of Department

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 Department of Animal Health, Behaviour and Welfare

The Department employs over 50 members of academic and technical staff which includes veterinary nurses, veterinary physiotherapists, animal scientists, veterinary surgeons and technicians. This team works together to deliver both undergraduate and postgraduate courses focusing on veterinary nursing, veterinary physiotherapy, veterinary biosciences and animal health, welfare and behavior, and a suite of workforce development subjects for veterinary surgeons and registered animal medicines advisors. Research is also undertaken across this range of subject areas. In addition to research output, staff from the department are active within the wider national and international academic community as members of learned societies,

editors and reviewers of scientific journals, external examiners at other institutions and by attendance at conferences and scientific meetings

Main Duties and Responsibilities

The post-holder is required to provide a comprehensive administrative and secretarial support to the Head of Department. This is an important role within the academic provision of the Department and University. The responsibilities are wide-ranging, requiring very well-developed administrative/secretarial skills, and the use of initiative and judgment to help ensure the efficient and effective functioning of the Department and University.

The outline duties include:

- General secretarial support including arranging and distributing papers for meetings, dealing with correspondence, maintaining diaries and making appointments for the Head of Department.
- Dealing with email and telephone enquiries from both internal and external sources, and acting as a focus for staff communications within and between Departments.
- Finance: raising purchase orders, coding and reconciliation of invoices, monitoring of budgets, processing of staff expense claims, ordering equipment, consumables and stationery stocks etc.
- Staff travel, training and conference arrangements – booking training and conference places, flights, rail tickets, car hire, hotels, etc.
- Assisting in the organisation of study tours, field courses, conferences and exhibitions.
- Collating information and preparation of Department submissions to the Vice-Chancellor's Report to Governors and Academic Strategy and Management Group.
- Maintaining up-to-date records of:
 - Module descriptors, teaching schemes, second markers and assignments
 - Staff leave / sickness
 - Staff training and development / conference attendance, etc.
 - Time allocation schedules (TRAC)
 - Risk assessment forms and health and safety
- Committee Servicing - acting as Secretary for Subject Assessment Boards, Department meetings and other university committees as may be required.
- Source, collate, analyse and summarise data relating to Departmental metrics and benchmark against internal and external key performance indicators on behalf of the Head of Department.
- Primary administrative responsibility in preparing for Subject Boards, including collation of data from course teams and making data definitive for subsequent Course Boards through close collaboration with the Exams office. Liaise with External Examiners on visits to HAU ensuring accommodation and travel arrangements are in place, create and distribute agenda and grade packs, schedule students to meet External Examiners and ensure all relevant exam/coursework packs are available for External Examiner review. Ensure module leaders provide all required information for packs and that they are assembled in required format, and audit all submissions. Make module marks definitive following Subject Boards. Finalise Subject Board meeting minutes and submit to Exams Office.
- Participation in new staff induction arrangements and organising office accommodation for new starters.
- Participation in and support for other wider University events such as University Open Days,

Registration, Graduation and prizegiving ceremonies as necessary. This may involve occasional weekend work. Graduation - compile Department list of attendees, order academic gowns for the Department, assist with the awards presentation ceremony and VIP guests.

- Provide short-term absence cover / peak workload assistance for other academic administrators within the Department and across the University as necessary.
- All other duties and responsibilities commensurate with the post and the salary range of the grade as required by the Head of Department.

Personal Specification

	Essential	Desirable
Qualifications	Educated to A-level or NVQ Level IV administration or equivalent standard in English.	Educated to degree level or equivalent experience in administration. Experience of working in a senior administrative position.
Experience	Candidates will be expected to be fully computer literate, and able to competently use the full range of Microsoft Office products (particularly Outlook, Word, a working knowledge of Excel to an intermediate level, PowerPoint, Teams) as well as Adobe Acrobat Reader. Suitable candidates need to have excellent written and oral communication skills. The ability to communicate effectively with a wide range of people.	Experience of working in an academic environment Experience of working in a customer service (or similar) role requiring interpersonal skills, diplomacy and effective problem solving.
Knowledge/Skills	Ability to effectively organize and prioritize a demanding and varied workload and to multi-task, with a keen attention to detail and precision. Ability to communicate accurately and effectively in writing and orally with academic staff, students and external colleagues with discretion and confidentiality.	
Personal Qualities	High-level interpersonal skills. Confident and motivated, with personal drive, enthusiasm, flexibility and initiative. Ability to organise and deliver work under the pressure of deadlines. Ability to work both autonomously and as part of a team as the needs demand.	

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 £22,254 to £24,174 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 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 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.

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 27 October 2021