



JOB DESCRIPTION

Title of the post: Laboratory Administrator
[Permanent, Part Time]

Department: Princess Margaret and Elizabeth Creak Laboratories

Reporting to: Laboratory Manager

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 2021, Harper Adams was ranked, for the fourth time, as first in the UK for academic reputation and second in the world for its reputation with employers.”

Harper Adams University is a five-time winner of the Whatuni? Student Choice Award for best job prospects.

The University is ranked 11th in the UK for student satisfaction, based on the results of the National Student Survey 2021, and more UK-based undergraduates from Harper Adams University are in work or further study than from any other university in the country, according to 2021 Graduate Outcomes figures.

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 Princess Margaret and Elizabeth Creak Laboratory Team

The lab team, based in the Princess Margaret Laboratories and Elizabeth Creak Building is a central service support team responsible for the provision of laboratory services to the University. We ensure the provision of practical classes to taught students and support to research students and staff in four key subject areas: Soils and Environmental Science; Microbiology, Molecular Biology and Animal Health; General Biology; Nutrition. We are a happy team consisting of 12 permanent staff with different professional backgrounds and experiences. We also often have 1 to 2 placement students.

Main Duties and Responsibilities

This is a new role. You will play a key role in providing a welcoming, efficient and customer-focused service, providing administrative support to the laboratory team and the laboratory manager in particular. Normal working hours will be 24.75 hours per week, 9.15am – 3.15pm with one hour for lunch Monday to Thursday and 9.15am – 3.00pm with an hour for lunch on Fridays.

The main duties of the role include:

1. Procurement support to the department:
 - Obtaining pricing
 - Raising purchase orders
 - Placing orders with suppliers
 - Coding invoices
 - Working with the Lab Assistant to receive and process deliveries, including chemicals and other consumables and equipment and notifying requestee of deliveries.

Maintaining appropriate records for future reference

2. Work with the Laboratory Manager to develop and improve our 'back of house' processes to enable the smooth running of the department. This may include researching and recommending suitable systems, obtaining pricing, arranging appointments with suppliers and designing forms. We want to improve the following processes over the short to medium term:
 - Lab requisition systems
 - Equipment loan systems
 - Chemical and asset inventories
 - Sample management systems
 - Equipment inspection systems
3. Maintaining departmental records including, but not exclusive to:
 - Out of Hours Access forms
 - Animal By-Product Movement forms
 - Lab purchasing requisitions
 - Lab coat orders
 - Safety data sheets
 - Chemical and asset inventories and updating insurance forms
 - Routine checks
4. Scanning and filing records.
5. Manage the procurement and issuing of laboratory coats and other similar items eg entomology dissection kits to students; ordering in staff coats. Working with the laboratory assistant to achieve this.
6. Stock-taking of equipment and consumables
7. Secretarial services in lab team meetings and meetings of the Facilities Group: organising meetings, booking rooms and catering (where instructed) taking minutes, typing them up, sending to the Laboratory Manager for approval before distributing.

8. Word process letters and other documents as required
9. Booking travel and car hire for laboratory group members
10. Managing and reconciling a departmental procurement card
11. Appropriately booking teaching laboratories using the University's timetabling software
12. Provide general administrative support to the Laboratory Manager
13. Provide, on a rota basis, lunch-time and break cover
14. Participate in team meetings
15. Undertake training as required
16. Participate in laboratory outreach and widening participation initiatives eg work shadowing/work placements
17. Establish and maintain good working relationships within the laboratory team and with laboratory users.
18. Be able to work unsupervised. Carry out work diligently and in a timely manner. Have a flexible approach to the work and be able to work beyond the normal hours of duty if required.
19. Cooperate to develop and continuously improve laboratory services.
20. Such other duties as are requested by the Laboratory Manager.

All other duties and responsibilities commensurate with the post and the salary range of the grade.

Personal Specification

	Essential	Desirable
Qualifications	Good standard of education with minimum of 5 or more GCSEs at grade C or equivalent and above, including English and Maths (or equivalent training and experience)	Business administration, business skills (touch typing, audio transcription, short hand).
Experience	Working in an administrative capacity in support of a team or individual. Previous experience in customer-facing role.	Previous experience working in Higher Education. Previous experience working in a laboratory setting. Procurement experience. Experience of administration systems, especially as they apply to laboratories (eg inventories, loan systems). Experience of finance software (eg Dreamweb or similar).

Knowledge/Skills	<p>Excellent standard of written English.</p> <p>Ability to produce comprehensive minutes to a high standard in a timely fashion.</p> <p>High levels of accuracy in all written work with keen attention to detail.</p> <p>Excellent IT skills; proficient in use of Microsoft Office suite and web browsers.</p> <p>Ability to work flexibly and effectively to deadlines with minimum supervision.</p>	<p>Ability to take short hand and type up accurate minutes.</p> <p>Knowledge of administration systems, especially as they apply to laboratories (eg inventories, loan systems).</p> <p>Knowledge of laboratory chemicals, consumables and equipment.</p>
Personal Qualities	<p>Able to communicate accurately both in writing and orally with staff, students and external colleagues with professionalism discretion.</p> <p>Self-motivated, friendly and approachable.</p> <p>Excellent organisational abilities with flexible approach to work.</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.

Salary	The commencing salary will be within the range £18,852 to £20,092 per annum pro rata. 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 part time, permanent. 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 24.75 hours per week, 9.15am – 3.15pm with one hour for lunch Monday to Thursday and 9.15am – 3.00pm with an hour for lunch on Fridays. 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 24.75 hours per week.
Holidays	<p>The annual holiday entitlement is 21 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 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.</p> <p>All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.</p>
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 Disclosure and Barring Service 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 15 July 2022