



**Harper Adams
University**

**Lecturer/Senior Lecturer in Business Decision
Making/Management Accounting and Data Analysis**

Candidate Information Pack



Harper Adams is a friendly, talented community of more than 600 employees, working to ensure that everyone on the planet has access to food, and that this is achieved sustainably. Our work contributes to planetary health, animal health and wellbeing, and ultimately how this contributes to human health. We are passionate about what we do, and are committed to making a difference.

Harper Adams University is committed to the wellbeing of our employees, and their personal and professional development. This is reflected in our annual employee survey - employees tell us they're proud to be a part of the university and that it is a good, safe place to work where they feel trusted to do their jobs and supported by their managers.

Whilst many of our teaching, research and knowledge exchange activities are delivered or coordinated from an attractive campus in rural Shropshire, our impact and reach is regional, national and international. We offer free staff parking, leisure facilities, and we are only a short drive from the busy market town of Newport.

Some of the benefits of working at Harper Adams University are:

- Beautiful rural location
- Generous holiday entitlement
- On campus retail, catering and gym facilities
- Opportunity to purchase additional holiday
- Opportunities for agile working
- Employee Assistance Programme
- Disability Confident Employer
- Enhanced maternity benefits
- Enhanced sickness absence payments
- Cyclescheme supporter
- Workwear provided

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 494 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, Environmental Management, Engineering, Food Science 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. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 60% of our submitted research was rated either internationally excellent or world. 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 was the highest performing modern university in The Times and Sunday Times Good University Guide 2016 to 2022.

In the QS World Rankings for Agriculture and Forestry published in March 2023, Harper Adams was ranked first in the world for its reputation with employers.

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

The University is ranked Top 5 in the UK for student satisfaction, based on the results of the National Student Survey 2022, and more UK-based, full-time, first degree undergraduates from Harper Adams University are in work or further study than from any other university in the country, according to 2022 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 opened 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 membership fee paying gym that staff may join. The University has 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>

JOB DESCRIPTION

Title of the post: Lecturer/Senior Lecturer in Business Decision Making/Management
Accounting and Data Analysis
[Permanent, Full Time]

Department: Food, Land and Agribusiness Management

Reporting to: Associate Head of Department, Business and Food

The Business and Food Team

Our business and food team is friendly, collaborative, student-focused and responsible for the delivery of undergraduate, postgraduate, and degree apprenticeships at Harper Adams University and associated learning with our partners and collaborations in the UK and abroad.

The range of expertise within the team extends across business and organisations, agribusiness, food science, technology and innovation, and all of our team have extensive experience in industry to underpin their teaching and academic activities. We provide a welcoming and supportive environment for those new to teaching in higher education and plentiful opportunities for your own development and for you to make a significant contribution to the work of the Department and the University.

The Role

You will be helping our students develop their understanding of how data and financial measures can be interpreted and used by managers to make sustainable business decisions. Your skills and expertise will allow you to contribute to topic areas which may include:

- Management Accounting
- Financial Decision Making
- Analysis of Statistics, Business Data and Management Information
- Principles of Taxation
- Sustainability in Decision Making
- Communication of the above to different audiences

You will develop the students' numerical confidence and ability to interpret data and information to create meaningful insights, and also contribute to the ongoing development of teaching and learning resources. There will be a healthy dose of sustainable business modelling within this role, and where required we will support you to develop this and other skill sets including those for teaching and learning.

You will draw on your experience and personal capabilities to provide a range of engaging and effective learning opportunities and develop the University's capabilities in this respect. You will also be required to work beyond the classroom which may include undertaking research or value-added activities such as developing stakeholder relationships, student recruitment and engagement.

The successful candidate will be self-motivated, collaborative and adaptable, and communicate their enthusiasm for their subject specialism effectively.

Main Duties and Responsibilities

You will play a key role in the provision of our business education. The main duties of the role include:

1. Designing, developing and delivering learning opportunities at undergraduate and postgraduate level. This may include classroom sessions, live and recorded online learning, lectures, guided independent learning, coaching, and off-site activities.
2. Designing, preparing, marking, and the internal moderation of assessments.
3. Supervising students' projects undertaken as part of their studies. This may include dissertations and research, student enterprise, and student activities with client organisations and in the community.
4. Identifying and facilitating enrichment activities in support of students' learning, such as guest speakers, visits, and business activity games and simulations.
5. Module leadership: planning and administering the delivery of allocated modules in collaboration with co-tutors, academic and support staff; managing module content and communications on the Moodle Virtual Learning Environment; preparing items for external moderation.
6. Supporting undergraduate degree students during their work placement year, and degree apprentices in their employment contexts, including site visits.
7. Undertaking non-teaching activities within the sphere of your subject specialism, such as research or other scholarly activity; knowledge exchange and developing relationships with stakeholders, businesses, organisations and institutions; representation as a subject expert; consultancy work.
8. Providing specific student support in collaboration with Course Managers, Course Tutors, student support functions and Student Services with respect to special educational needs, students' circumstantial and well-being needs and the University's Respect policy.
9. Contributing to ongoing development of the curriculum, department, and the University.

Other Duties

1. Undertaking a range of administrative duties to support the management and development of the Department and the University including attendance at appropriate meetings, academic boards and committees.
2. Participating in activities that support the recruitment and selection of students through online, outreach, and campus-based events.
3. Continuing professional and personal development to enhance your capabilities in respect of your role, your reputation and that of the University.

4. Actively collaborating with colleagues in academic and support departments to ensure the consistent, integrated, organised and timely fulfillment of your work and role.
5. Contributing to the collective responsibilities of health and safety, well-being, the continuous improvement, and reputational standing of the university.
6. The University has a positive policy on staff development and the appointee will be encouraged to gain additional experience and/or qualifications relevant to the post. They will be expected to become a member of the Higher Education Academy within the first three years of employment.
7. Such other duties as may reasonably be requested by the management of the Department and the University, and all other duties and responsibilities commensurate with the post and the salary range of the grade.

Personal Specification

	Essential	Desirable
Qualifications	<p>A bachelor's degree or equivalent level vocational qualification (UK FHEQ level 6) that equips the post-holder with expertise in business decision making / management accounting and data analysis, as applicable to a variety of sectors.</p> <p>Hold or are willing to work towards a teaching qualification specific to higher education.</p>	<p>Additional academic and/or professional qualifications in support of the required subject expertise.</p> <p>Qualification(s) in some element of education: teaching, training, coaching.</p>
Experience	<p>Relevant vocational and professional experience in business decision making, management accounting and data analysis, working with and influencing stakeholders in a range of contexts and at a variety of organisational levels.</p>	<p>Teaching in higher education at both undergraduate and postgraduate levels.</p> <p>Work experience in an international context.</p> <p>Working for or with the agribusiness and/or food business sectors.</p>
Knowledge/Skills	<p>Subject expertise in business decision making, how it relates to management accounting and is informed by data analysis.</p>	<p>Expertise in related subject areas beyond the immediate scope of this role, (e.g. people management, project management, business strategy, etc.)</p>

	<p>Wider contextual understanding of business finance, economics, organisational activities, supply chains and value chains. Understanding of this in international contexts.</p> <p>A high level of numerical competency. Sound written and oral communication skills, including the ability to communicate effectively in-person and online to large and small groups, and individuals.</p> <p>ICT skills: particularly those related to this subject area, and a willingness to engage with and adopt new technologies.</p>	<p>Understanding of business finance within the agribusinesses and food business sectors.</p> <p>Knowledge of the concepts of teaching and learning ideally in higher education.</p> <p>Skills in teaching or training practice.</p>
Personal Qualities	<p>Collaborative, relatable, adaptable, organised, self-motivated, imaginative, intellectual.</p> <p>Emotional intelligence (this role involves working with young adults some of whom may be vulnerable or experiencing difficulties)</p> <p>A commitment to self-development.</p>	

Conditions of Service

Salary	The commencing salary will be within the range £37,386 to £54,421 per annum. Salaries are paid monthly, in arrears, by credit transfer.
Contract Term	This is a full time/permanent post. The employment may be terminated during the course of the contract by either party giving three months' notice in writing.

Holidays	<p>The annual holiday entitlement is 35 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. 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	<p>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.</p>
Pension	<p>The person appointed will be entitled to participate in the Teachers' Pension Scheme (TPS) subject to its terms and conditions from time to time in force, unless election is made to make private pension arrangements or to participate in the State Earnings Related Pension Scheme (SERPS)</p>
Contract of Employment	<p>The Contract of Employment will be that agreed between PCEF and the unions recognised at national level (the Polytechnics and Universities National Negotiating Committee Lecturers' Common Interest Group) on 5 December 1990, revised to comply with the Trade Union Reform and Employment Rights Act 1993 and the provisions of the National Framework Agreement for the modernisation of pay structures. The main features are:</p> <ul style="list-style-type: none"> ○ participation in staff appraisal schemes; ○ exclusivity of contract; ○ clauses relating to patents and inventions, copyright, confidential information, pensions, sickness and maternity benefits. <p>A full copy of the Contract of Employment and associated conditions will be available for inspection by candidates shortlisted for interview.</p>
Removal Expenses	<p>The lowest of three tenders for removal expenses within the United Kingdom will be refunded. If the successful candidate terminates the engagement within six months of commencement the removal expenses must be repaid to the University.</p>
Probationary Period	<p>The appointment is subject to satisfactory completion of a twelve month probationary period.</p>
Criminal Convictions	<p>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.</p>

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.

Application Procedure:

Applications should be made by sending a full Curriculum Vitae and supporting statement, which clearly highlights how your skills and experience match the requirements of the role, to Jayne Weaver, Recruitment Advisor via email at vacancies@harper-adams.ac.uk. Candidates should ensure that they provide full details of the name, postal address, email address and telephone number of two referees, including present or most recent employer.

Application deadline is midnight on 14 June 2023