



**Harper Adams
University**

Admissions Officer

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 (*if applicable*)

Harper Adams University is the UK's premier educational institution serving the agri-food, animal wellbeing and connected industries, recognised as a world-leading specialist provider. Our focus is on food production and technology, animal health and wellbeing, management of land and property, and their contribution to sustainable living environments for our planet's population; we are equally committed to making the UK's food and farming competitive in a world where we will need to compete globally. Our education and research encompass food production and processing, animal sciences, environmental sustainability, mechanical engineering, land management and sustainable business management. We have strong relationships with companies in the UK and abroad, and with academic institutions across the world, collaborating in research and in the delivery of our courses. We are a University with regional, national and international reach and impact, repeatedly appearing in *The Times* and *The Sunday Times Good University Guide* as the UK's highest-ranked modern university.

The University began life in 1901 as Harper Adams Agricultural College and was granted University status in 2012. Our Chancellor is Her Royal Highness The Princess Royal; our current Vice-Chancellor is Professor Ken Sloan, who joined us in 2021. The University is based on a single campus in Shropshire, close to the old market town of Newport and within easy reach of the

modern town of Telford, which offers a range of housing possibilities and has excellent rail and road links to the West Midlands conurbation and beyond. Investment of more than £50 million over the last decade has ensured that our campus boasts the most up-to-date teaching, research and conference facilities as well as accommodation for around 800 students. Our most recent additions include contemporary laboratories and a purpose-built Veterinary Services Centre for teaching and research, swiftly followed by a £500,000 refurbishment of the veterinary nursing facilities. On-campus leisure facilities include a multi-gym, sports hall, dance and aerobics studio. And we are one of the very universities to have its own commercial farm: covering 494 hectares, its facilities include a £2 million leading-edge dairy unit with a robotic dairy.

For a virtual tour of campus, visit [www. Harper-adams.ac.uk/university-life/our-university/virtual-tour](http://www.Harper-adams.ac.uk/university-life/our-university/virtual-tour)

We are regarded as the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing industries, consistently producing the largest cohort of graduates for the agri-food and animal wellbeing sectors, more than 99% of whom go immediately into employment. We currently have about 3,000 undergraduate and postgraduate students, studying both full-and part-time. Our courses cover not just every stage of the food chain – from developing the machinery used to prepare land through to how food is sold and the nutrients it delivers – but also broader subjects such as general business management, automotive engineering and veterinary professions, including, since the establishment of the Harper and Keele Veterinary School in 2020, Veterinary Medicine and Surgery. We have achieved the highest ratings in Quality Assurance Agency reviews. Our undergraduate curriculum is industry-aligned, work focused, co-developed and co-delivered with industry, rooted in partnerships with about 1,100 companies in the UK and abroad. At its heart is our mandatory Placement Year – a bespoke learning experience for our students, tailored to the real needs of employers. We offer a swathe of employer and philanthropically-funded scholarships channelled through our Development Trust. And we support employers by providing a large range of (often bespoke) CPD courses – we have about 2,000 learners here – and with our Higher Level and Degree Apprenticeship Programmes launched in 2017. These courses enable us to address directly the skills needs of the UK's agriculture and food industry. We reinforced this work in 2021, by establishing, with support from the NFU, Morrisons and McDonalds, our School of Sustainable Food and Farming, tasked with ensuring that the sector has the skills to enable it to deliver its 2040 Net Zero goal.

We have a strong research profile. Our work is esteemed nationally and internationally for its quality and impact, particularly in areas such as entomology, sustainable agriculture, crops, livestock nutrition, autonomous and precision farming. In the 2021 Research Excellence Framework, 60% of our research was judged to be world-leading or internationally excellent. Our research is both strategic and applied. Our strategic research tackles the inter-related challenges of food security and sustainability, focusing on the need to achieve Net Zero in agriculture and food supply chains in concert with the requirements for sustainable agriculture. We focus particularly on smart agriculture; improving soil health; sustainable land use and rural communities; reducing the impact of ruminant livestock; sustainable food systems and the circular economy, and integrated pest and disease management. Our applied research, in collaboration with regional, national and international companies, addresses their particular needs and is an important part of our research portfolio. Student research also contributes

significantly to our research output - a research project is part of all our degree courses, undergraduate and postgraduate. Our research is structured around two overarching research centres covering Crop and Environmental Science, and Animal Welfare, each containing a number of themed groups; we also have cross-cutting multidisciplinary research groups, and our Future Farm – our focus to realise a pathway to Net Zero within wider sustainability parameters.

Harper Adams is a young university, energetic and purposeful – one that says not just ‘can do’ but ‘will do’ – ambitious and forward-looking. We are an optimistic, pragmatic and collaborative community, facing challenges with confidence, ready to grasp new opportunities. We aim by 2030 to combine being regarded as the UK’s leading specialist institution with being an internationally recognised university for food production animal health and wellbeing and their contribution to sustainable living environments for the world’s population. Our Vice-Chancellor, Professor Ken Sloan, has recently led a revision of our Strategy to take us up to 2030: this sets out how we can achieve this ambition by focusing on goals of inclusion, community, influence and sustainability. It charts a path that offers both opportunities and challenges – a pioneering journey that involves our whole Harper Adams’ community, one to which everyone working to make a difference belongs.

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:	Admissions Officer (Full time, Fixed Term (Maternity cover))
Department:	Admissions & Visa Compliance
Reporting to:	Admissions and Immigration Compliance Manager

The Appointment

Reporting to the Admissions and Immigration Compliance Manager, the Admissions Officer will lead the work to admit students to the Harper & Keele Veterinary School (HKVS) and act as a link person between the HKVS and colleagues based in the Admissions Service at Keele University. The Admissions Officer will also lead on the processing of applications received directly to Harper Adams University from applicants applying to Taught Postgraduate courses and support the wider work of the Harper Adams Admissions and Visa Compliance Team.

The role requires a pro-active individual who is confident to work across a range of provision and collaborative arrangements in shaping new arrangements for the shortlisting, selection, and campus allocation in the delivery of an excellent service to applicants and colleagues.

Main Duties and Responsibilities

The main duties of the role include, but are not restricted to, the following key areas:

Undergraduate Admissions to the Harper and Keele Veterinary School (HKVS):

- Processing undergraduate applications for the HKVS in line with the approved Admissions Policy and current consumer and data protection regulations and develop efficient and effective admissions systems and processes to support this.
- Interpreting visa compliance policies and procedures of the partner universities in considering applications to the HKVS.
- Agree the arrangements by which admissions are managed, working with relevant Senior staff at Harper Adams and the HKVS as appropriate
- Manage the processing of applications within the Student Records system, including importing applications, processing applicant information and distributing for interview selection scoring, inviting applicants for selection days, and electronically, confirming decisions to applicants via UCAS, ensuring decisions are dealt with on a daily basis and that any errors or anomalies are investigated and resolved as a matter of urgency.
- Organise the annual creation and publication of the Vocational Experience form, ensuring its availability to applicants by the agreed and published date.
- Working closely with HKVS School Office staff on selection event arrangements, by collating scores and ensuring that the correct applicants are invited, organising when, where and how

the events are held and taking responsibility for the preparation of information for applicants, and providing advice and assistance where required on the organisation of rooms facilities and catering.

- Manage the processes for students hoping to move to the HKVS programme from Gateway and End of year Transfer routes at Harper Adams and Keele Universities, including invitations to eligible students, the creation of applicant records and informing students of each stage in the process including the final outcome, liaising with relevant staff as required.
- Manage the information flow to relevant staff at both Harper Adams and Keele Universities in on a range of matters, including the redirection of unsuccessful applicants, campus and accommodation allocations for successful applicants, learner support, online enrolment and registration, to support resource allocation and planning.
- Confirming applicant places for the HKVS during the confirmation period (following the release of results), working with Senior HKVS staff in preparing projections for student enrolments, taking into account all entry routes and determining campus allocation.
- Coordinating any UCAS clearing activity required to secure target student numbers, working with Senior HKVS staff and the Admissions and Immigration Compliance Manager to plan any resource requirements, including ensuring staff are able to give correct advice and guidance to applicants during clearing and working with the HKVS School staff to oversee the arrangements for Clearing period selection events

Taught Postgraduate Admissions

- Processing Taught Postgraduate applications in line with the approved Admissions Policy and current consumer and data protection regulations and develop efficient and effective admissions systems and processes to support this.
- Ensuring that the Postgraduate Application system is available on the University website, at an agreed time, working with the Student System Developers to ensure that the system is tested and fully functional, including ensuring the correct courses are available and visible to applicants.
- Using the Student Records System to manage the processing of applications, including importing applications, processing applicant information, inviting applicants for interviews, and confirming decisions to applicants directly, ensuring decisions are dealt with on a daily basis and that any errors or anomalies are investigated and resolved as a matter of urgency.
- Providing advice and guidance to Subject Coordinators and senior academic members of staff involved in the admissions decision making process on qualifications, interviews, and offers, to ensure an efficient and timely provision of accurate information to applicants.
- Accurately identify International postgraduate applicants and process their applications in line with current UKVI guidance and internal policy, including conducting accurate fee liability assessments and ensuring the correct documentation is available to staff with responsibility for issuing a Confirmation of Acceptance of Studies (CAS) to allow applicants to apply for Student Route visas.

General:

- Working with the Senior Admissions Officer to ensure that tasks are allocated to the Admissions Assistants appropriately, in support of timely and effective admissions processing, alerting the Admissions and Immigration Compliance Manager of any unmet resource needs.
- Acting as support and cover for the Senior Admissions Officer in the event of planned and unplanned absence to ensure that admissions service levels are maintained across the programmes offered by Harper Adams University and the Harper & Keele Veterinary School.
- Regularly review admissions processes, both physical and technological, to the benefit of applicants and the staff working with applicants and their data, working with the Senior Admissions Officer and Admissions and Immigration Compliance Manager to ensure efficiency and quality of service is always maintained and enhanced where possible.
- Ensuring that admissions data in relation to the entrance qualifications of applicants and any key applicant characteristics is accurately recorded for the purpose of internal and external reporting requirements.
- Preparing analytical reports on application data and trends, as required, in conjunction with data analyst colleagues.
- Regularly review and update information held on UCAS course search and on the Harper Adams and HKVS websites in relation to course application information and entry requirement, liaising with relevant staff as required.
- Participating in external admissions management events, including those for highly selective provision, in order to inform the development of arrangements in support of admissions management for the HKVS and for Harper Adams undergraduate and postgraduate admissions processes in general and to proactively share expertise with the team and other relevant staff.
- Develop a working knowledge of Student Finance matters to advise and signpost applicants effectively.
- Providing support for University-wide events such as Graduation, Open days, Offer Holder days and Interview days as required (including occasional weekend working) providing advice and guidance on admissions matters where relevant.
- Providing amanuensis support (Scribe /Reader/Invigilator) during exam periods.
- Providing tactful and effective communication as a first point of contact when receiving email, telephone or face to face enquires from applicants, students, staff and external visitors or enquirers. Maintaining confidentiality as required.

All other duties and responsibilities commensurate with the post and the salary range of the grade, including providing cover for colleagues in cognate roles due to unplanned absence or unexpectedly high workloads.

Personal Specification

	Essential	Desirable
Qualifications	Completion of a degree or equivalent professional qualification or demonstration of extensive professional experience in a similar role	
Experience	Excellent skills in using Microsoft Word, Excel and PowerPoint, or similar products, and a large multi-user database, ideally SITS	Supervisory experience Event management skills and experience
Knowledge/Skills	<p>An understanding of higher education and ideally administrative support in educational environments.</p> <p>Excellent administrative skills and the ability to effectively organise and prioritise a demanding workload with both speed and accuracy</p> <p>The ability to interpret complex information and to communicate it effectively to others, including through the preparation and delivery of written reports and clear oral presentations</p>	A current or very recent working knowledge of the UCAS admissions process (and experience of working in a high volume and selective environment would be especially valuable although not essential)
Personal Qualities	<p>High levels of motivation, enthusiasm and personal drive and to provide an excellent customer experience</p> <p>The confidence to make decisions in the context of approved arrangements and communicate assertively whenever those decisions are challenged by applicants, their advisors or others</p> <p>Ability to demonstrate attention to detail in the management of records and in the drafting of communications and correspondence.</p> <p>Excellent inter-personal and team-working skills, ideally with experience of working in collaborative programmes</p>	A clean, current driving licence

	<p>Ability to work flexibly, including occasional extended hours, weekend and evening work, especially August and September where peak workload, when the ability to take annual leave is restricted</p> <p>The ability to travel easily between Keele in Staffordshire and Newport in Shropshire</p>	
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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 £24,533 to £26,444 per annum 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 th day of the month.
Contract Term	This is a full-time, fixed term contract 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	<p>The annual holiday entitlement is 22 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 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	<p>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.</p> <p>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.</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 consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.</p> <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.</p> <p>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.</p>

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 8 October 2023

Interview Date: w/c 16 October 2023