

## Particulars of Appointment



Harper Adams  
University College

### Engineering Teaching Assistant/Skills Trainer

#### The University College

Harper Adams University College is the premier UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors, and has an increasingly important national role in teaching a wide range of rural subjects. Situated in rural and scenic Shropshire the University College, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University College campus is only one hour from the UK's second city of Birmingham. Over 2,500 HE students attend the University College, primarily on sandwich courses which include a year-long industrial placement.

The University College was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, a commercial farm of 205 hectares, with rented land the total area farmed is approximately 508 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 July 2006.

The University College 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 extremely wide ranging and cover Agriculture, Animal Welfare and Managements, Business, Countryside, Engineering, Food, Leisure and Tourism and Land & Property Management. The University College has also focused on developing its postgraduate education and research and there is a growing number of postgraduate students at both diploma and masters 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 in preparation for the Research Excellence Framework (REF) and the University College was pleased to receive confirmation in RAE 2008 that a number of areas of research were rated as being of international importance. Our extensive programme of research and education for rural professionals 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 such as JCB, Marks & Spencer and HSBC Bank.

Harper Adams has been listed as the UK's Best University College in the Sunday Times University Guides for the last five years. In the 2012 guide (published September 2011), Harper was placed 6<sup>th</sup> for teaching excellence (from 122 higher education institutions), 6<sup>th</sup> for student satisfaction, with the institution's graduate unemployment statistic one of the lowest in the UK.

The Quality Assurance Agency's most recent institutional audit (March 2010) concluded with a confidence judgment and identified features of good practice, including the ways in which employers support the design and delivery of our curricula, the approach to quality enhancement, including the work of the *Aspire* Centre for Excellence in Teaching and Learning programme and the quality management arrangements that have been put in place to support the development and implementation of employer-focused programmes.

In recognition of its excellent teaching, Harper Adams University College was named a Centre for Excellence in Teaching and Learning (CETL) being one of only 54 HE institutions across England to receive such an award. Through the £1.9 million funding available from the award the University College provided a centre on the campus where innovative approaches to teaching and student support have been developed. The *Aspire* CETL has also provided a focus to develop part-time work based learning, placement learning, learner support arrangements, professional skills and e-learning.

Harper Adams has extensive, well-equipped teaching facilities. These include lecture theatres, tutorial rooms, a recently constructed library with environmental management features, a variety of IT suites including an engineering design centre, extensive laboratory facilities, a field laboratory, the farm, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations.

A focal point of Harper Adams's involvement with the food industry and the agri-food food supply chain is the Regional Food Academy (RFA) building. This resource has been established within a £4 million project through which Harper Adams and the RFA's staff provide support to food businesses. The food technology resources of the RFA underpin food industry related undergraduate teaching and short courses as well as the technical and consultancy services provided to the food industry by the RFA. Through the work of the RFA, Harper Adams is involved with a broad spectrum of food businesses, from regional SMEs to national and international blue chip companies.

The University College was accredited as an Investor in People in April 2003 and re-accredited in 2006 and 2008. It provides a range of training and professional development opportunities via its staff development programme.

## **Other facilities at the University College**

The University College's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University College operates tennis courts, an open-air swimming pool and bowling green that are available for staff use during the summer period. University College catering outlets provide access to lunch facilities on campus.

Students and staff are able to take part in a number of social activities in support of the local community, including Pantomimes, Reviews and other charitable activities.

For further details about the University College, please visit our website:

<http://www.harper-adams.ac.uk>

## **The Engineering Group**

The Engineering Group currently employs 12 teaching staff, 1 researcher/demonstrator and 3 technicians. The Group actively contributes to most course areas offered by the University College, principally in Engineering and Mechanisation related course subjects but also Buildings and Crop technology, in addition to research, consultancy and outreach initiatives.

## **The Engineering Complex**

Facilities include two large demonstration halls which house manufacturing and mechatronics equipment and also serve as workshops and teaching areas. The Engineering complex also supports a small specialist CAD teaching/tutorial room, 3 lecture rooms, an electrical/electronics and fabrication workshop and a small machine tool area with 3 lathes, milling machine, pillar drill and saw bench.

Adjacent to the demonstration halls is a large covered soil hall measuring 60m x 30m. This provides an excellent facility for practical demonstrations of field operations, all year round,

such as ploughing, cultivation, drilling, planting, spraying and fertiliser distribution. The building also provides an ideal environment for student project work which is often used by machinery manufacturers for the demonstration of tractors and equipment to local customers and dealers.

Attached to the soil hall is a machinery hall measuring 48m x 30m. This provides storage and demonstration facilities for rough terrain vehicles, tractors, combines and associated equipment. An area of the hall has been set aside for the testing, demonstration and development of sprayer equipment with a self contained drainage channel to enable the collection or disposal of run off (usually coloured) water. The hall is also used for short courses and public events, such as the Agricultural Buildings Show, which we hosted in 2003 and 2004.

The adjacent field (Near Meadow, approximately 3.0 ha) provides an ideal outdoor area for the operation of off-road vehicles, tractors and field machines which extends the facility provided by the covered soil and machinery halls. The field includes a specialist off-road vehicle track, a standing test area and a 'high' speed driving surface, so that vehicles can be tested, demonstrated and driven under a wide range of conditions.

We have established 12 scholarship places for our students, funded by JCB, and a substantial donation to fund the construction of the Engineering Design Centre, which is part of the Bamford Library. The EDC houses a large teaching room and also four specialist CAD rooms (housing 5, 6, 24 and 36 computers respectively) dedicated to engineering design, as well as a range of tutorial/group study rooms, one of which houses a rapid prototype machine and high powered computer. We have also secured the offer of sponsorship for students from the Bomford Trust, CLAAS, John Deere, Husco, the Alamo Group and G's. This clearly demonstrates very strong links with industry and ensures our graduates have excellent job prospects when they leave Harper Adams.

## **The Appointment**

This appointment will be made within the Engineering Department and is key to the expansion and further development of the mechanisation, machinery and vehicle based teaching of the Department. The team participate in skills delivery to all engineering students as a prerequisite for their industrial or farm placement and also delivers some basic, practical skills training and tuition to most undergraduate students across the College be they studying Engineering, Agricultural or Countryside courses, as part of the Engineering portfolio of modules. However, the role will initially focus on the delivery of practical skills training within engineering and rural skills modules, i.e. vehicle driving and pesticide application and will involve running lectures and tutorial sessions, typically to small groups of students (i.e. 5 to 10 at any one time). However, there may be times when much larger groups are taught the theory of a subject or skill before being split into smaller groups.

Harper Adams Engineering courses are all accredited through the Institution of Agricultural Engineers (IAgrE) and as such there is a requirement for students to develop their practical skills, as well as understand the design principles of industrial, construction and agricultural machinery and equipment. Therefore, there will be a requirement for the successful candidate to participate in the assessment and verification of students whilst in the classroom, as part of the module assessment, as well as obtaining a recognised qualification or certification for a particular skill i.e. PA1, PA2, MO1 or Rough terrain vehicle certificate. The Department has been successful in applying for accreditation through Lantra, the Land-based Sector Skills Council, so that we can issue credible certificates to successful students and short course participants. The successful candidate will form part of the team responsible for the delivery of practical skills training to both engineering students and the wider student body through the 'Rural Skills Programme' and appropriate Short Courses.

Prior experience of teaching or delivering skills training is considered to be essential for the successful candidate. However, should the successful candidate not possess all the

necessary teaching and skills experience, **appropriate training and development will be provided within the first year of appointment**, which will lead to a recognised teaching qualification and relevant vocational qualifications.

The outline duties and responsibilities of the post will include:

- prepare and maintain equipment for demonstration, practical class work and project work;
- deliver skills training in Rough terrain vehicles (telescopic handler), Tractor driving (MO1), Pesticide application (PA1, PA2, PA4, PA6 etc.), Quad bikes and 4x4 driving;
- assist academic staff, fellow Technicians and students during practical classes, demonstrations and project work which may include instruction of staff, external personnel and students;
- ensure that personnel using the workshops and teaching facilities comply with the Health & Safety at Work Act and all relevant Regulations, including University College and Engineering policies;
- provide ad-hoc support for other Departments e.g. Estates / Laboratories, including 'open days' etc.;
- maintain, tidy and clean work areas;
- participate in teaching, either independently or in conjunction with the module leader, across a range of modules and topics being delivered by Engineering staff;
- provide technical support within the Engineering Department and occasionally across the College, possibly at shows and marketing events typically within the UK, but possibly abroad;
- provide support for commercial events and short courses and assist the research and consultancy activities being undertaken by the Department;
- participate in the broader academic and corporate life of the University College;
- such other duties as requested by the Line Manager.

The person appointed will be expected to attend conferences and courses to develop their skills and knowledge and may be called upon to give occasional presentations or lectures to outside organisations and visitors.

The University College has a positive policy on staff development and the appointee will be encouraged to gain additional experience and/or qualifications relevant to the post as well as maintain existing skills etc.

### **The Person**

The ideal candidate will possess all or most of the following characteristics:

1. Candidates should ideally be educated to an appropriate level (FdSc or BSc) in a relevant engineering subject. Failing this, candidates with a lesser qualification and relevant experience will be considered.
2. Workshop and general engineering experience; ideally related to commercial, industrial and agricultural vehicles, plant and equipment.

3. Relevant NPTC, CITB, AITT, CITB or Lantra Awards qualifications, together with and instructor/examiner certificates e.g. Tractor driving, Rough terrain vehicle and 4x4, Quad bike, PA1, PA2, PA6 etc.
4. Familiarity with everyday computer software packages e.g. Word and Excel, and email etc.
5. The ability to communicate effectively, on a one to one basis or in small and large groups.
6. Possess excellent organisational skills with the ability to prioritise and multi-task to meet deadlines.
7. Possession of a full, current driving licence.

## **Conditions of Service**

<b>Salary</b>	The commencing salary will be within the range £24,370 - £26,629 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer.
<b>Hours of Work</b>	This post is full-time and the nature is such that the post holder will be expected to work such hours as is reasonably necessary in order to fulfil the duties and responsibilities in the professional manner expected
<b>Holidays</b>	The annual holiday entitlement is 25 working days, plus Bank Holidays and 3 College closure days. 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 College Sick Pay Policy. The payment of sick pay is subject to compliance with the College 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 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)
<b>Probationary Period</b>	The first twelve months of employment will be a probationary period during which suitability to the post will be assessed. The probationary period may be extended at the discretion of the College.

## **Criminal Convictions**

The post involves substantial opportunity for access to children and young persons under the age of 18. For this reason the College is entitled to take into account any criminal convictions, cautions or impending case(s) that it considers to be relevant to the 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 would be considered "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.

## **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 consent of the College, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University College.

It follows that, regardless of whether you are employed on a full-time or, part-time contract, you are required to notify the Academic Registrar of any employment or engagement which you intend to undertake whilst in employment of the University College (including any such employment or which commenced before your employment under this contract). The Academic Registrar will then notify you within 10 working days whether such employment or engagement is prohibited.

## **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 arrive no later than **Thursday 10 November 2011**