



**Harper Adams  
University**

## Building Fabric Trade Bais to Carpentry [Permanent / Full Time]

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
- Corporate discount to 7 fitness suites in the Telford and Wrekin area
- 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 main campus, visit <https://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:** Building Fabric Trade Bais to Carpentry  
[Permanent / Full Time]

**Department:** Estates & Facilities

**Reporting to:** Building Fabric Maintenance Supervisor

### **The Estates and Facilities Team**

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for the management and facilities maintenance of the main campus and outlying properties, including:

- Capital development of new build and refurbishment / remodelling works;
- Planned and reactive maintenance of the estate buildings, associated equipment and building services;
- Out of hours on-call for emergency maintenance;
- Procurement and management of utilities - gas, electric and water;
- Trade effluent and sewage;
- Operation and maintenance of the District Heat Network (DHN) and Energy Centre including biomass boiler and Combined Heat and Power (CHP) plant;
- Refuse and waste collection including recycling;
- The Private Water Supply (PWS) - abstraction, treatment, distribution and monitoring of water quality;
- Housekeeping and managed laundry services;
- Security and portering;
- Postal services;
- Reception and switchboard;
- Car parking;
- Ongoing maintenance of space records;
- Signage.

### **Main Responsibilities**

The appointed will be employed on work appropriate to the core specialist skills; however, they will be progressively suitably trained to acquire elements of each other's skills with the intention of reaching levels of flexibility and competence to enable them to achieve and apply the ability where required to perform the summary duties listed below. As the post holder will be meeting students, staff and members of the public, a smart appearance and courteous disposition is needed

## General Duties

- Keeping up the maintenance of the buildings to comply with current legislation and work at any establishment owned or managed by Harper Adams University.
- Carrying out opening-up and preparation of building fabric elements for engineering, statutory and insurance inspections, making good upon completion.
- To maintain asset histories, maintenance records and helpdesk reports, informing the Maintenance Manager of any follow up action that may be required
- Keep appropriate and accurate records on works, inspections, measurements and monitoring carried out as required by the role, legislation or as instructed by managers or supervisors.
- Provide information as requested for risk registers, condition surveys and databases
- Responsible for assuring that all equipment in the facility including the (Fire Alarm Systems, Generator, Boilers, A/C Units, UPS System, UPS Batteries, Modular Power Units, Security System and Building Management System and Environmental Units) is on a preventative maintenance program and that tasks are being completed
- Ability to assess problems to determine the best course of action, this would include complex technical issues and be able to communicate technical and or complex information to various stakeholders
- Inspect areas and conduct repairs or maintenance.
- Where works will negatively impact on the day-to-day activity of the campus, make sure the Supervisor is informed so suitable communication can be issued and contingency measures put in place.
- To provide clear requirements for the ordering of trade related materials, keeping stocks in good order including reclaimed materials.
- Ensure the equipment storage areas in the facility are kept clean and tidy daily.
- To keep tools and equipment clean and in good working order, making sure that working areas are kept safe and tidy.
- To operate University vehicles and mobile equipment (MEWP, Load-all, etc...) safely with due consideration of others. Keep vehicles and mobile equipment tidy and see that they are suitably inspected as appropriate.
- Develop a good working relationship and liaise with all members of Harper Adams University subcontractors and client's staff
- Escort visiting subcontractors around site to ensure safe execution of service-related tasks, and ensure Risk Assessments and Method Statements (RAMS) are reviewed by the engineering teams and contract management according to Harper Adams University and client protocol
- To be able to work unsupervised in a safe manner adhering to operational procedures, risk assessments and method statements where available and accepted best safe practice if not. Keep workwear presentable, wear appropriate personal protective equipment as necessary and use all tools in an appropriate manner.
- Keep up to date with trade information. Attend all training and professional development arranged.
- Work cooperatively and courteously with the wider Estates and Facilities team to provide a professional, reliable and effective service.
- To have a flexible approach to the work and be able to work beyond the normal hours of duty if required and to carry out other tasks from other disciplines should circumstance apply.
- Assist other departments on occasion, especially during busy conference periods

- Respond to fire and other emergency life safety alarms whilst on campus in accordance with the Fire Safety Management Plan. Keep records of fire alarm activations up to date.
- Participation in the emergency call-out rota to attend campus promptly outside the normal hours to carry out maintenance tasks including other tasks from other trades.
- All other duties and responsibilities commensurate with the post and the salary range of the grade.

### **Building Fabric**

- Complete building works, undertake routine building and maintenance work on the University buildings/grounds but will work flexibly within their level of competency and training across other trades
- To understand the construction and structure of existing buildings, below-ground drainage and hard landscaping across the estate sufficient so that they can be maintained to a high standard, utilised in a safe manner and fit for purpose.
- To carry out planned and reactive painting and decorating works to internal and external building fabric, including glossing, emulsion and papering, as well as any other decorating tasks such as removal of wallpaper, plastering, plaster repairs, making goods and ceramic tiling.
- Repair of block paving/ slabs, General roof repairs (felt/ single ply) and cleaning including gutters, Ceramic/ Porcelain Tiling repair.
- To carry out planned, preventative and reactive maintenance of building fabric, hard landscape and external works, above ground stormwater drainage and below ground foul and stormwater drainage.
- Carry out new building fabric, hard landscape and external works, above-ground stormwater drainage and below-ground foul and stormwater drainage installations as required in accordance with manufacturer's instructions, statutory regulations, relevant codes of practice and working off design drawings / specifications where necessary
- Complete minor roofing repairs, keep rooflines and drains clear of debris

### **Carpentry Joinery**

- Complete basic joinery, undertake routine carpentry and maintenance work on the University buildings/grounds but will work flexibly within their level of competency and training across other trades.
- Be competent in the use and setting up of workshop woodworking machinery including; Band Saw, Cross Cut saw, Table saw, Thicknesser/Planer, Router and Mortice drill.
- Adjust and maintain fire doors and door openers
- Repair and minor patching to floor surfaces
- Repair and construction of window frames
- Fit and upgrade doors.
- Repair furniture.
- Construction of built-in cupboards and bespoke shelving.
- Installation of stud walls.
- Completion of major refurbishment of student accommodation (flooring 1st and 2nd fix).
- Installation of fitted kitchens.
- Fitting shower screens and other sundry items.
- Repair existing structures to maintain Listed Building integrity.
- Repair lock handles and hinges and other hardware items.
- Cutting of keys, take the lead with the master key-suited system.

- Take measurements and calculate the size and amount of material needed.
- Lay out floorings, roofings or drywalls, ensuring they are levelled and compatible.
- Install cabinets, shelves and other items and install them where designated.
- Inspect areas and conduct repairs or maintenance.

### **Maintenance Plumbing**

- Complete basic plumbing, undertake routine plumbing and maintenance work on the University buildings/grounds but will work flexibly within their level of competency and training across other trades.
- Comply with Water Management L8 legislation.
- Carrying out regular water temperature checks to ensure water does not present as a Legionella or scalding risk to clients.
- Ensure water hygiene standards are maintained and any discrepancies are recorded.
- Repair of leaks, repair and replacement of toilet seats, replacement of showerheads or hoses, unblocking of waste traps, toilets, gutters, rainwater pipes and any other plumbing work where needed.
- Within Estates, offering a reactive service and maintaining all plumbing and drainage systems.
- Responding to, diagnosing, and resolving plumbing emergencies

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

### **Key Requirements**

- Fire Warden
- Asbestos Aware
- Participate in the emergency call-out rota for out-of-hours attendance on campus.
- Able to drive University vehicles
- Safe use of MEWPs, load-all and other such equipment
- Working on campus



## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<p>Qualified to NVQ Level 2 in relevant construction skills discipline or equivalent.</p> <p>Be a professional crafts person with industry and professional recognition and certification of achievement of skills and knowledge.</p>	<p>Fire Warden certificate.</p> <p>Current Asbestos Awareness</p> <p>Current and relevant CSCS card</p> <p>Current IPAF certificate MEWPS.</p> <p>Gas Safe Certified &amp; current Gas Safe ID Card holder.</p>
Experience	<p>Experience of carrying out building fabric, plumbing carpentry installation and maintenance in a large estate.</p>	<p>Familiarity in the use of electric job management systems (CAFM).</p>
Knowledge/Skills	<p>Good knowledge of health &amp; safety regulations and best practice relevant to the role.</p> <p>Fully conversant with relevant legislation including building regulations relevant to the role</p> <p>Knowledge of IT in general.</p> <p>Able to undertake fault finding and diagnostics of problems in mechanical building services and systems.</p>	<p>Able to interpret works required from technical drawings and specifications.</p>
Personal Qualities	<p>Proven ability to be able to work unsupervised.</p> <p>Able to work positively, cooperatively and proactively with other team members.</p> <p>Excellent customer care skills and good communication skills</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 £27,181 to £29,605, 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<sup>th</sup> day of the month.

**Contract Term** This is a full-time, permanent contract. 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 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 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.

**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.**

**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.

**Application Procedure:**

Applications should be made by sending a full Curriculum Vitae (to include two referee details) and supporting statement, which clearly highlights how your skills and experience match the requirements of the role, to Adam Gallagher via email to [agallagher@harper-adams.ac.uk](mailto:agallagher@harper-adams.ac.uk) by no later than midnight on 15 September 2024.