

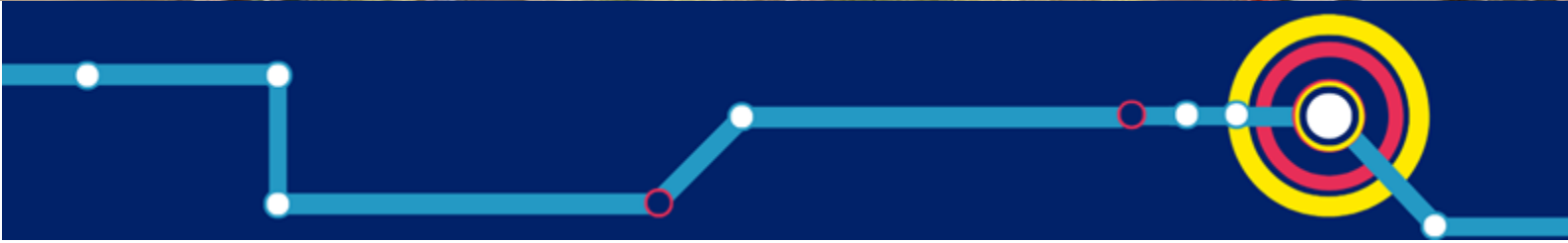


Harper Adams  
University

# Candidate Information Pack

---

Harper Adams at Telford



**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.

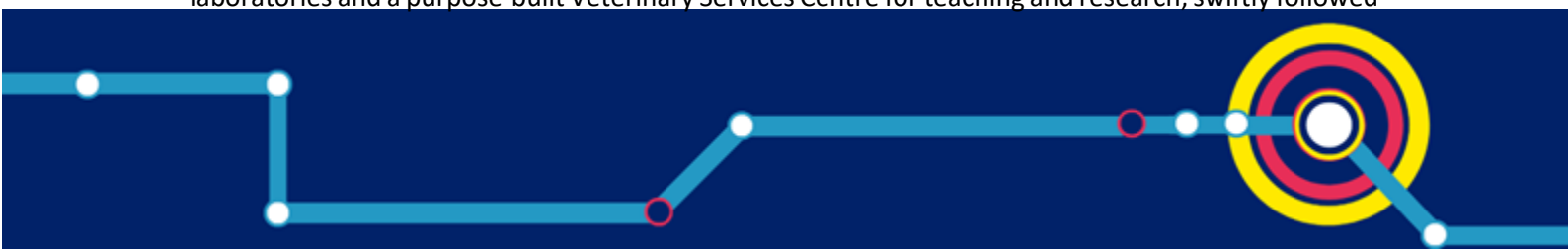
Some of the benefits of working at Harper Adams University are:

- Good transport links
- Generous holiday entitlement
- 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 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>

### **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**

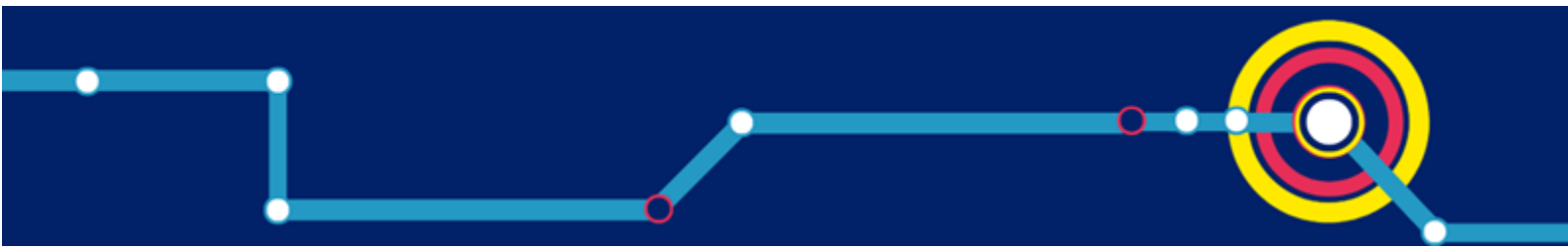
The University's Students' Union operates a membership fee paying gym that staff may join. The University has bowling green and tennis courts that are available for staff use during the summer period. A variety of university catering outlets provide access to lunch facilities on campus. For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

### **HA@T – Harper Adams at Telford**

In September 2024, Harper Adams University will open a new higher education skills and innovation facility based in The Quad, a skills and innovation hub located in the heart of Telford town centre. The new building is part of the exciting new business, academia and residential regeneration of the town by Telford and Wrekin Council, known as Station Quarter. The new university hub boasts purpose-built, state-of-the-art facilities, including Robotics & Automation, Data Science and Digital Business Management teaching rooms and labs fully equipped with cutting-edge equipment and software tailored for applied engineering and business education. This new facility reflects our commitment to providing cutting-edge education in a modern and accessible environment.

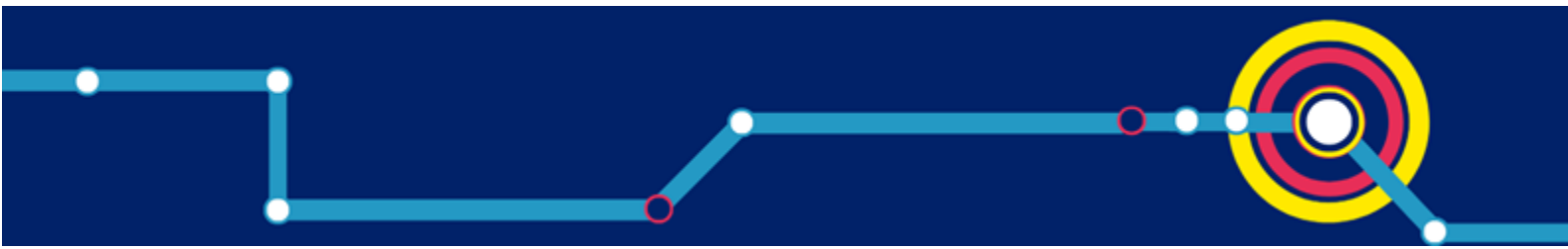
Our close collaboration with academia and industry positions us as an integral part of Telford's future growth story. Through this extensive collaboration with business, commerce, and industry, we have tailored short course training, CPD and degree courses to ensure learners are equipped with the skills necessary to excel in today's workforce or indeed become entrepreneurs of the future.

HA@T is not just a teaching and business engagement facility; it is a hub for collaboration and community engagement. We will work closely with local FE colleges, schools, and other academic institutions to offer a range of programmes aimed at fostering interest and skills in STEM and computer coding. Our goal is to create pathways for students of all ages to engage with technology



and innovation. The Quad is located within walking distance to Telford train station, Telford International Centre and Telford Town Park – one of the UK’s largest urban parks, which has direct links into the UNESCO World Heritage site of Ironbridge.

Telford has emerged as a hub for technology and manufacturing innovation, attracting a diverse array of innovative start-ups, SMEs, and global blue-chip businesses. Significant investment and regeneration in recent years has seen Telford become the fastest-growing town in the West Midlands.



## JOB DESCRIPTION

<b>Title of the post:</b>	Technical Demonstrator and IT Technician
<b>Department:</b>	Harper Adams @ Telford, Shropshire
<b>Reporting to:</b>	Executive Academic Director & Service Delivery Manager

Harper Adams University is seeking an exceptional hybrid Technical Demonstrator and IT Technician to provide both coordination, support and delivery of applied teaching and learning on new undergraduate and short courses in robotics, mechatronics, data science, as well as providing first and second line IT technical support to both staff, students and visitors. The courses will be hosted at Harper Adams University's new hub situated in the heart of Telford, Shropshire. Short courses begin in September 2024, and the undergraduate courses commence in September 2025 at The Quad building.

This hybrid post reports both to the Executive Academic Director and to the Service Delivery Manager.

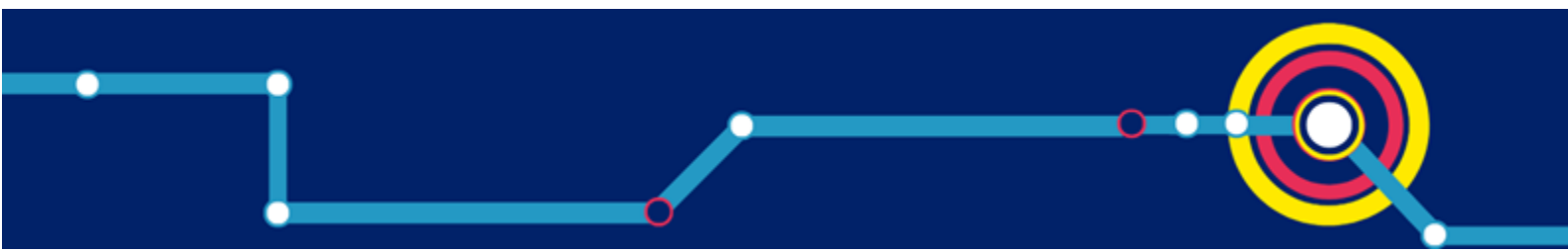
The new university hub boasts purpose-built, state-of-the-art facilities, including a Robotics & Automation, Data Science and Digital Business Management teaching rooms and labs fully equipped with cutting-edge equipment and software tailored for applied engineering and business education. Our close collaboration with industry positions us as an integral part of Telford's future growth story. Through this extensive collaboration with business, commerce, and industry, we have tailored our programmes to ensure graduates are equipped with the skills necessary to excel in today's workforce or indeed become entrepreneurs of the future.

This is why Harper Adams University has been recognised as the inaugural Specialist University of the Year in The Times and Sunday Times Good University Guide 2024. Recently, Harper Adams University was voted the best University in the UK for Career Prospects in 2024 for the eighth successive time demonstrates our focus on producing industry-ready graduates.

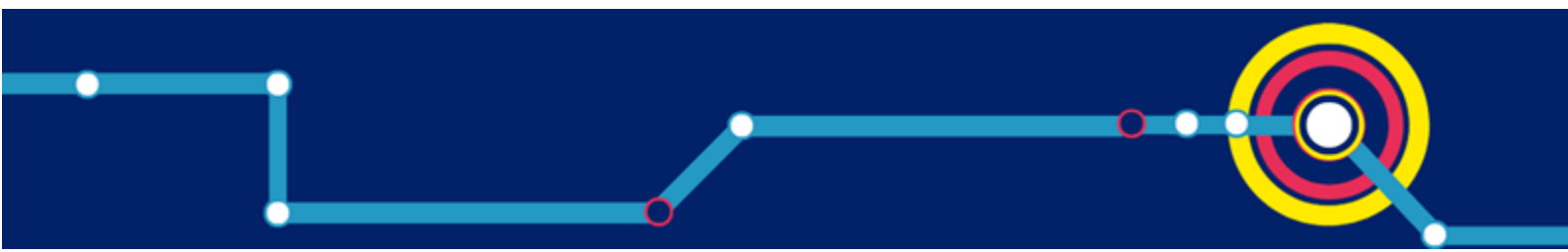
Applications are invited for this hybrid role based in Telford. This will be achieved through supporting development and delivery of innovative educational programmes at undergraduate and postgraduate levels as well as short courses and quality IT Technical Support, working with teams in Engineering and Information Services. This is a demanding role will also involve an active contribution to the development of relationships with graduate employers, commercial and academic partners. 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.

### Main duties and responsibilities

- 1) Develop and deliver teaching and learning in mechatronics and robotics engineering including tutorials, seminars, practical laboratory work across a range of academic levels.
- 2) Actively support the department in the promotion and recruitment of students both at a national and international level. This includes working closely with the Executive Academic Director, academics and marketing department to promote programmes to a range of audiences.



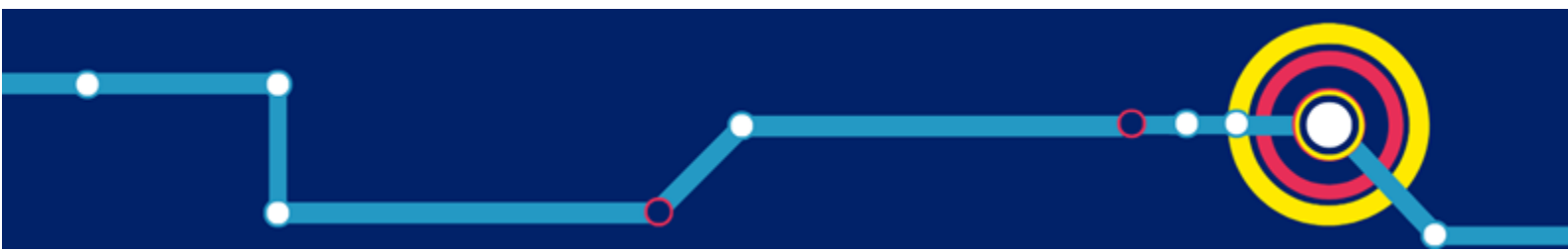
- 3) Devise and develop a range of applied engineering projects and other teaching materials including laboratory-based experiments, hackathons and grand challenges for students.
- 4) Provide technical support for staff and students undertaking activities in the engineering facilities and occasionally across the university and off-site;
- 5) Assist academic staff, fellow technicians and students during practical classes, demonstrations and project work which may include instruction to staff and students.
- 6) Support research projects in robotics and mechatronics engineering and other related disciplines working closely with academics and researchers in the university, other institutions and industry partners.
- 7) Undertake appropriate pedagogic development to further develop and enhance knowledge in robotics and associated engineering subjects.
- 8) To contribute to the development and delivery new degree programmes and short courses.
- 9) Provide scheduled and ad-hoc support (including driving mini-bus and/or tractor/trailer) for department activities including 'open days', STEM events; technology awareness days both on and off university campus.
- 10) Work in the Service Delivery team, and across the wider Information Services department, contributing to the adoption of digital technology in the day-to-day operations defined by the digital strategy and operational processes.
- 11) Receive and analyse first line IT/AV enquiries. Ensure the good order of digital equipment and services at the site, coordinated by the Service Delivery manager, and when issues arise, provide immediate solutions where possible and escalate more complex problems to the appropriate team or team member;
- 12) Log service requests and determine an appropriate response level.
- 13) Provide technical support and guidance to students, staff and other IT/ AV users.
- 14) Create instructional documents to support systems, processes and software applications.
- 15) Deliver IT/ AV learning sessions, including demonstrations, to staff.
- 16) Coordinate IT/ AV equipment deliveries and support the management of assets.
- 17) Test and check IT/ AV documentation and procedures prior to implementation.
- 18) Maintain tidy, clean and safe work areas for staff, students and visitors.
- 19) To ensure safety in the teaching and practical activities at all stages, conducting risk assessments as needed.



- 20) Maintain asset management records, supervise stock control activities and maintain compliance to health & safety in the lab and other work areas.
- 21) Such other duties as may reasonably be requested by the Executive Academic Director or an appointed nominee.

### Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	Qualified to at least honours degree level in an engineering or a relevant subject area.	Evidence of continuing professional development  Teaching qualification or be prepared to work towards obtaining an appropriate qualification.
Experience	Experience of working with robotics, automation or mechatronics systems in an industry environment.  Experience of providing IT/AV technical support to a varied range of users.  Experience of prioritising a varied and demanding workload, displaying initiative and composure under pressure.	Experience teaching and providing academic and technical support.
Knowledge/Skills	Excellent IT skills with regard to common Windows and Azure/Entra administration, business and Engineering software.  Excellent numeracy, written and oral communication skills.  Ability to explain complex issues to students and to summarise and present information in a relevant way to different audiences.  Proficient in use of engineering software design tools.	Knowledge of programming language (eg C/C++, Python, Java, JavaScript, ROS, Scratch).  Knowledge of robot platforms eg Kuka, ABB, Fanuc, Igus etc.  Knowledge of industry standard PLCs and associated programming language (eg Siemens, Allen Bradley, Mitsubishi etc.)/ Microcontroller / Embedded Systems.

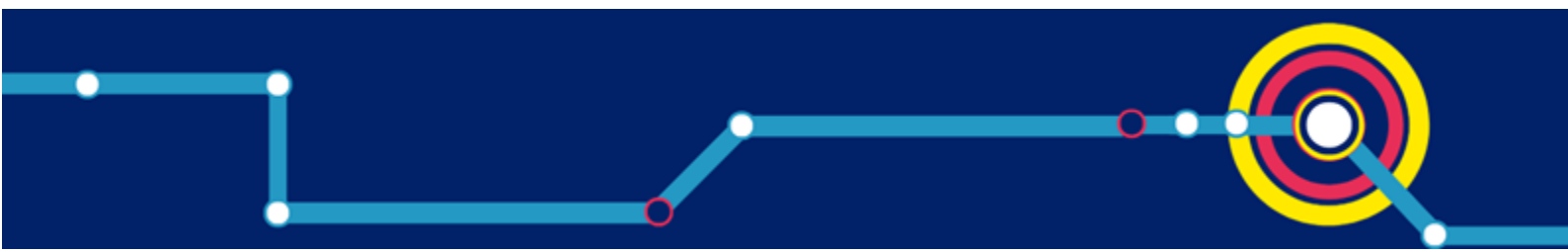


	Ability to design, test and manufacture mechatronic or robotic systems.	
Personal Qualities	<p>Excellent interpersonal skills and the capability to develop highly effective working relationships with staff and students.</p> <p>An ability to work flexible hours and occasional weekends to support events outside of standard business hours.</p> <p>An ability to travel and work at different university campuses as required.</p>	Professional engineering registration (desirable)

### 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 £33,966 to £37,099 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 two 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.

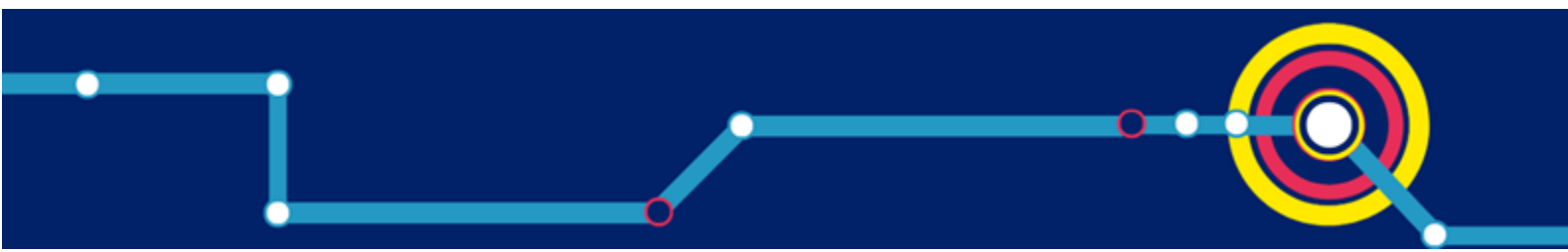
It follows that, regardless of whether you are employed on a full-time or

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.

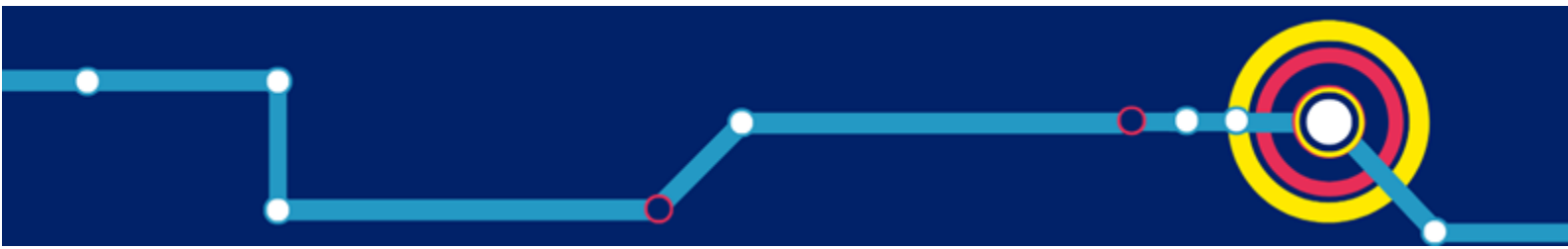
### **References**

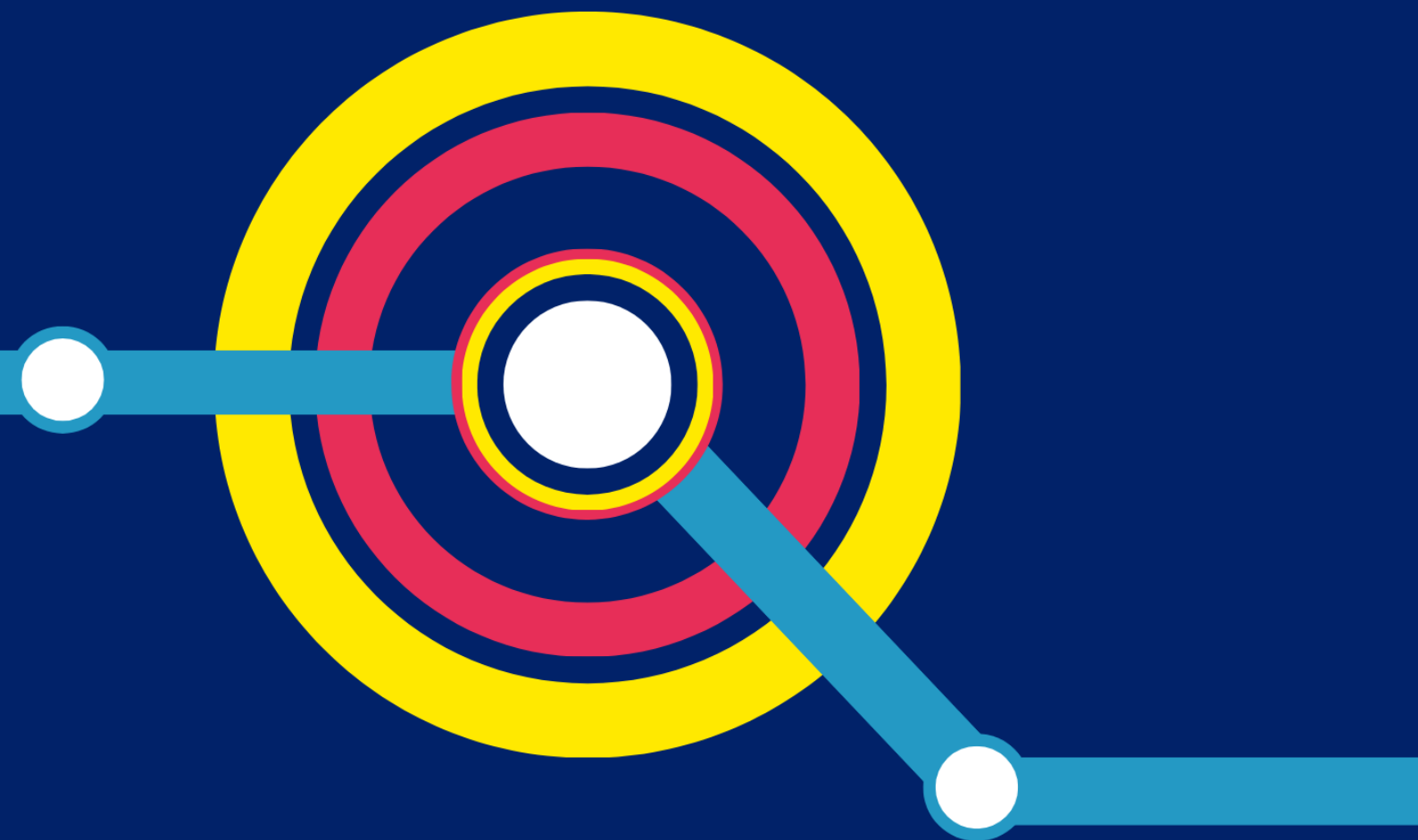
Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible. Referees should include your present, or most recent, employer.

### **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 **22 September 2024**





**Harper Adams  
University**

**Together,  
we will make  
the difference**