



**Harper Adams
University**

**Estates Administrator
Permanent, Part Time 22.2 hours per week
(Predominately Wednesday to Friday)**

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: Estates Administrator
Permanent, Part time, 22,2 hours per week
(Predominately Wednesday to Friday)

Department: Estates

Reporting to: Head of Estates & Facilities

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 / remodeling 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.

This post will deliver a welcoming, efficient, professional and customer focused service. The role will provide administrative support to the Estates and Facilities Department. Reporting to the Head of Estates and Facilities. The person will work across the whole of Estates and Facilities as well as with outside visitors and service providers as required and will be able to build good working relationships, balance multiple priorities and demands, working well individually or part of a team.

Main Responsibilities

1. To act as the first point of contact for Estates and Facilities enquiries, dealing with these politely, professionally, efficiently, and appropriately. Where there are complaints, escalate to the relevant Estates and Facilities managers where required.
2. Maintain a diary of Contractors visiting site, provide face to face, first point of contact for visiting contractors including use of electronic booking in system, site induction and the issuing of permits to work
3. Carry out general clerical and administrative duties for the Estates and Facilities team including Assist the preparation of reports, presentations, and papers as required by the Estates and Facilities staff and the collation / input of data for the HESA Estates Management Record or any similar external reporting requirements.
4. Carry out general clerical and administrative duties for the Estates Computer Aided Facilities Management (CAFM) system. Including production of reactive and PPM work tickets. Maintain records for Contractor RAMS and Insurance. Input data for Metering, PPMs, service contracts and service reports. Maintain Asset register. Produce reports for Estates Managers.
5. Assist the University Engineer with the receipt, processing and record keeping of utility bills including gas, water and electric.
6. Coordinating with others, maintain records of works carried out for commercial Facilities Management Agreements that the University holds, passing on details to HAU Finance in good time for monthly invoicing.
7. Provide administration for the tenanted housing stock including up to date keeping records of occupants. Keep necessary legally required documentation, flagging when these are expiring in good time to be addressed. Keep records or arrange for records to be kept of all compliance documentation and service records. Carryout or arrange to have carried out necessary meter readings upon changes of tenants or as reasonably required. Manage access into the properties including notifications as required under the occupancy agreements.
8. Organise and manage meetings as required for the Estates and Facilities team including the collation and issuing of papers, taking and circulation of minutes, room bookings and catering (if instructed).
9. Organise travel arrangements and any overnight accommodation for the Estates and Facilities team as instructed through the appropriate means following the University policies and procedures.
10. Assist in the preparation of reports, presentations, and papers as required by the Estates and Facilities staff.
11. Assist the Estates Maintenance Manager to maintain records of maintenance works pertaining to student damage liaising with HAU Finance and Student Services in respect of counter charging for works done.
12. Maintain a schedule of IT equipment used by Estates and Facilities (including telephones, tablets, computers, laptops). Record HAIT numbers, software installed, Mac addresses, locations, and miscellaneous associated equipment. Notify senior managers in a timely manner when specialist software needs to be renewed.

13. Manage estates archive information, both hard copy and digital, including maintaining a register of information held.
14. Raise purchase orders, issuing as appropriate, and receiving invoices, liaising with senior managers and Finance pertaining to any issues which would require the withholding of all or part payment of invoices. To keep records of all purchase orders raised and invoices received.
15. Assist the Security & Portering Manager with the administration and management of car parking including car parking contracts, ticketing, appeals and complaints.
16. Administer the Estates and Facilities vehicle fleet, keeping paperwork and certificates of vehicle inspections, servicing, and MOTs, coordinating with others to receive records where appropriate. Keep records of mileage and fuel usage reported monthly.
17. Maintain up to date records of public liability, employers' liability and professional indemnity insurances for estates and facilities contractors, suppliers, and external consultants. Ensure that renewal certificates are obtained annually in a timely manner and shared with Finance.
18. Under instruction from the Estates and Facilities managers, organise for the appropriate signatures on contracts, distributing signed contracts and keeping copies securely as required.
19. Keep an up to date schedule of contacts for Estates and Facilities contractors, suppliers and external consultants used in facilities, capital, and maintenance works.
20. Assist Estates and Facilities staff with maintaining and updating records necessary for statutory compliance including (but not limited) to COSHH records, safe operating procedures, risk assessments and method statements, fire risk assessments, fixed wire testing, gas safety certificates
21. Provide cover for the Reception, Admin & Postal Assistant role to cover holidays, breaks and sick leave including working on reception, operating the switchboard and reprographics.
22. Follow University policies and procedures so that administrative activities comply with all relevant legislative requirements including GDPR.
23. Understand and implement Health and Safety policies and requirements commensurate with the post.
24. Be able to work unsupervised. Carryout work diligently and in a timely manner. Have a flexible approach to the work and be able to work beyond the normal hours of duty if required.
25. Participate in personal training, keeping a detailed log of all training courses done and retaining certificates as evidence.
26. Be a qualified first aider and fire warden.
27. Report any potential hazards on University campus to the Estates Maintenance Manager.
28. All other duties and responsibilities commensurate with the post and the salary range of the grade.

Key Requirements

- First Aider*
- Fire Warden*
- Asbestos Aware*

**Please note training will be provided for these key requirements*

Personal Specification

	Essential	Desirable
Qualifications	Have a good standard or education with a minimum of 4 GCSE's or O Levels at minimum grade of C (or equivalent qualifications) including English and Mathematics (or equivalent training and experience)	First Aid qualification Fire Marshall Trained Asbestos Awareness
Experience	Experience of working in an administrative role in large, complex business units working for multiple stakeholders providing excellent service. Experience of working within financial regulations, raising purchase orders, receiving invoices.	Experience of working in reception and being responsible for switchboard, post and welcoming visitors.
Knowledge/Skills	Good IT skills in the Microsoft Office suite of software, and internet explorer. Ability to multitask carrying out a number of activities at once.	Ability to solve problems and resolve issues, plan solutions and make pragmatic decisions. Experience of finance software (e.g. DREAM or similar) Experience of operating telephone switchboards including out of hours messaging.
Personal Qualities	Demonstrable ability to proactively work with team members collaboratively to ensure the delivery of high-quality services. Able to work flexibly, responsibly, and effectively to deadlines with minimum of supervision. Have a flexible attitude to multi-skilled tasks to maximise operational effectiveness. Excellent communication skills and be able to effectively build and maintain both relationships and trust.	

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 £24,344 to £25,448 per annum, pro rata . 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 part-time, permanent contract (22.2 hours per week), predominately Wednesday to Friday. 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 22.2 hours per week 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 22.2 per week.
Holidays	<p>The annual holiday entitlement is a pro rata of 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.</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>

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 **Sunday 23rd March 2025**.