



**Harper Adams
University**

**Project Manager
[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:	Project Manager (Permanent, Full Time)
Department:	Strategy and Programme Office
Reporting to:	Strategy and Programme Manager

The Strategy and Programme Office Team

The Strategy and Programme Office within the Chief Operating Officer's Directorate is a small but extremely busy office delivering an excellent standard of service. The key stakeholders are the University's leadership team, Finance department, and other teams reporting to the Chief Operating Officer.

Main Duties and Responsibilities

This key role will deliver institutional wide projects and will help successfully embed strategic change and business transformation.

A key first priority will be to support the delivery of our Harper Transform programme. As a Project Manager you will help support our business process transformation programme and ensure that our projects (Work Packages) and their outcomes are delivered, embedded, and impactful, aligning with both the operational and cultural goals of the University.

The Harper Transform transformation programme oversees 10 Work Packages within the University that will aid unlocking academic and professional service working capacity to enable staff to focus on new development and growth projects. It will also have an underpinning digital transformation programme supported through the IT directorate.

The postholder will also provide general project management support to other initiatives as required, reporting to the Strategy and Programme Manager. This includes supporting strategic planning, scoping other new initiatives, providing training and development on project management to upskill staff or providing advice and guidance to key stakeholders.

This is a demanding role that requires an excellent standard of communication, autonomy, initiative, professionalism and the ability to respond quickly to a rapidly changing environment and circumstances.

This role has at its heart a strong appreciation of people, culture and change within project management (as opposed to a technical IT project management which is delivered elsewhere in the University). The post holder will be comfortable working with diverse individuals and engaging with stakeholders at all levels.

The postholder is expected to have an excellent understanding of project management methodology and knowledge, ideally within the HE sector or within a similarly complex environment. Knowledge and experience in delivering business process transformation e.g. through people focused approaches and lean methodologies would be desirable.

The postholder will be able to work adaptively to successfully deliver complex projects. The role will actively contribute to the delivery of projects across the university community and will involve working with and influencing a broad range of stakeholders.

They will have a deep understanding of political sensitivities within an organisation, with an ability to diagnose and analyse situations, appropriately escalating where needed. The postholder will be required to deliver training, facilitate and lead group work as required. The ideal candidate will also have experience of working through a people-centred change programme in a previous post.

As part of the initial scope of Harper Transform, the post holder will be responsible for coordinating the delivery of the various business transformation work packages within the programme, supporting business leadership and business process owners to deliver. This will involve the development and implementation of refreshed business processes to meet identified business needs, acquiring and utilising the necessary resources and skills, within agreed parameters of cost, timescales, and quality.

The role will also support the Strategy and Programme Manager with the provision of support and guidance on programme and project management processes, procedures, tools and techniques to the wider University community.

The main duties of the role include:

Project Management

The postholder will take responsibility for the execution of large complex projects covering:

- 1. Project Planning, Preparation & Delivery**
 - a. Lead on the development and coordination of successful delivery outcomes of work packages, including supporting the identification of requirements, business cases, and project delivery.
 - b. Ensure that realistic project plans are prepared and maintained, tracking all activities against the plan and providing regular and accurate reports to stakeholders as appropriate.
 - c. Support the creation of Project Management e-learning content for University staff.
 - d. Develop, review, and maintain project reporting and programme management generic standards, processes, procedures, tools, and techniques.
- 2. Team Leadership & Collaboration**
 - a. Be an effective team player, and leader when required.
 - b. Actively represent projects being worked on, ensuring that effective relationships are built and maintained across the institution.
- 3. Risk Management & Evaluation**
 - a. Identify, assess, and manage risks to the success of any project.
 - b. Evaluate and make recommendations/decisions on project options as appropriate.
- 4. Project Execution & Monitoring**
 - a. Monitor outcomes against what was predicted in the business case, ensuring that all participants are informed and involved throughout any change. Ensure that they are fully prepared to exploit any new operational business process or change once it is in place.
 - b. Be fully competent in project reporting to boards and upstream, with the ability to

provide analysis and insight to project updates and data usage.

- c. Create reports for monitoring and communicate the progress of projects for onward reporting to senior stakeholders, including recommendations for informing future practice, as appropriate, thus supporting the development of university-wide project methodologies.

5. Project Closure & Benefits Realisation

- a. Ensure that benefits realisation processes are effective, and that own projects are formally closed and subsequently reviewed.
- b. Capture and action lessons learned.

6. Communication

- a. Contribute to project groups or committees across the University on behalf of the COO team as required, presenting concepts in a clear, jargon free, accessible manner.
- b. Communicate well, both orally and in writing, and respond effectively and credibly to queries from stakeholders at all levels.
- c. Promote the COO team within the University and create strong personal relationships with the full range of stakeholders.
- d. Engage within the HE sector (and with external organisations as required) to share ideas, compare approaches and develop best practice.
- e. Upholding the University's Respect policy and demonstrable commitment to EDI practices.

7. Other

- a. Any other duties and responsibilities commensurate with the post and the salary range of the grade.

Person Specification

	Essential	Desirable
Qualifications	Educated to degree level or equivalent	Formal project management qualification
Experience	<p>Deep understanding and demonstrable experience of project management and delivery</p> <p>Working within large complex programmes and projects</p> <p>Successfully building effective and collaborative relationships and managing stakeholders at different levels within an organisation to negotiate and influence outcomes</p> <p>Proven record of delivering results within a given timescale</p> <p>Providing sound guidance to complex issues</p>	<p>Successful delivery on a people-focused change management programme</p> <p>Delivery within the Higher Education sector</p>
Knowledge/Skills	<p>Deep understanding of project management principles and the ability to pragmatically apply them (Examples: Prince2/ Lean/ Agile)</p> <p>Excellent project management skills</p> <p>Excellent problem analysis and creative solving skills</p> <p>Understanding and appreciation of IT project management delivery and how to work alongside IT project colleagues as part of the delivery of a change programme that also has a digital component.</p> <p>Excellent written and verbal communication skills</p> <p>Strong analytical skills with the ability to use data to inform decision making</p> <p>Ability to establish processes and procedures and successfully implement them</p>	<p>Change management skills and knowledge</p> <p>Understanding and experience of Lean methodologies</p> <p>Understanding and experience of systems thinking</p>

<p>Personal Qualities</p>	<p>A resilient, flexible, people focused, and motivated individual with a pragmatic approach to overcoming challenges and delivering solutions</p> <p>Demonstrates credibility and integrity</p> <p>Personable, able to balance good relationship skills with a structured approach and the ability to have difficult conversations if needed</p> <p>Positive and open in communication, through both verbal and written means. Comfortable with using technology for both communication and project outcomes.</p> <p>Demonstrates initiative and confidence in achieving outcomes with a solution focus utilizing innovative thinking where appropriate</p> <p>Collaborative, and able to build working networks across the University and externally</p> <p>Resilient and enthusiastic in the initiation and delivery of operational and process improvement change</p> <p>Strong personal commitment to diversity, equality and inclusion and role model for the principles of respect.</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.

<p>Salary</p>	<p>The commencing salary will be within the range £39,355 to £44,128 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 28th day of the month.</p>
<p>Contract Term</p>	<p>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</p>

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.

Please apply online and submit full Curriculum Vitae (to include two referee details) along with a supporting statement (no longer than one A4 page) to include:

Why you feel you are able suitable for the role

Why are you interested in this role

Outlining your experience as a project manager

Via the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> by no later than midnight on Thursday 10 April 2025

First round interviews w/c 28 April via MS Teams, with in person interviews on 6 May 2025.