



**Harper Adams
University**

**Departmental Administrator
(Full Time, Permanent)**

Candidate Information Pack



About Harper Adams

Harper Adams University is a welcoming, forward-thinking community of over 600 employees working together to create real, lasting impact – ensuring that everyone, everywhere, can access sustainable food, land, and animal systems. Our work contributes directly to planetary health, animal welfare and ultimately human wellbeing. We're passionate about what we do – and about the people we do it with.

We are deeply committed to the wellbeing and development of our colleagues. Our annual employee survey consistently tells us that staff are proud to work here, feel trusted to do their jobs, and are supported by their managers. Our inclusive and empowering culture is one of the many reasons our people stay, grow, and thrive.

While our rural Shropshire campus remains central to who we are, our presence now extends to Telford – a town with a rich history of innovation and revolution, and a fitting symbol of our ever-evolving mission. This growing site strengthens our ties to the local region and reinforces our commitment to inclusive education and collaboration that reaches far beyond any single postcode. Our impact and reach are proudly regional, national and international.

We offer:

- A beautiful rural working environment
- Generous holiday allowance with the opportunity to purchase more
- Flexible, agile working opportunities
- On-campus retail, catering and gym facilities
- Free staff parking
- Corporate discounts at seven fitness centres in Telford and Wrekin
- Enhanced maternity and sickness benefits
- Disability Confident Employer status
- Employee Assistance Programme
- Cycle scheme supporter
- Workwear provided (where applicable)

Harper Adams is the UK's leading specialist institution serving the agri-food, animal wellbeing, engineering and land management sectors. We are a world-respected provider of industry-led education and research in food production and technology, animal health, environmental sustainability and sustainable business. Our work is grounded through partnerships – with more than 1,100 organisations in the UK and beyond – that fuel our research, shape our teaching, and deliver genuine impact.

We began life in 1901 as Harper Adams Agricultural College and became a university in 2012. Our Chancellor is Her Royal Highness The Princess Royal and our Vice-Chancellor, Professor Ken Sloan, joined us in 2021. Our rural campus near Newport in Shropshire is supported by a growing site in Telford, offering a range of housing options and excellent rail and road connections to the West Midlands and beyond. We've invested more than £50 million in our estate in the last decade – including leading-edge teaching, research and veterinary facilities, modern laboratories, and a purpose-built Veterinary Services Centre. Our commercial farm spans 494 hectares and plays an active role in our education, research, and knowledge exchange.

Take a virtual tour of the campus: [Virtual Tour](#)

We are proud to be the UK's highest-ranked small specialist provider for the agri-food and animal wellbeing sectors, consistently delivering the largest cohort of graduates into these industries – with over 97 per cent going directly into employment. We currently welcome over 3,000 full- and part-time students across undergraduate and postgraduate courses, including subjects like agricultural engineering, veterinary nursing, business, land and property management, and veterinary medicine and surgery – the latter delivered through the Harper & Keele Veterinary School, established in 2020.

For further details about the University, please visit our website: <http://www.harper-adams.ac.uk>

JOB DESCRIPTION

Title of the post: Departmental Administrator
Full Time (37 hours per week), Permanent

Department: Engineering Department

Reporting to: Facilities Manager

The post-holder will play a key role in providing confidential executive support for the Head of Department, their Leadership Team, and the Staff and Students within the Department. The role requires a professional individual who is versatile, organised and can prioritise a demanding varied workload with keen attention to detail.

Main Duties and Responsibilities:

- Provide confidential executive support for the Head of Department, Associate Heads of Department, Academic staff, Research Centres, Staff and Students within the Department.
- Manage the Department's internal and external stakeholder communications including those of a sensitive and confidential nature where tact, diplomacy and discretion is required. Disseminate relevant information as appropriate in a timely manner.
- Act as a point of contact for prospective stakeholders wishing to interface with the Department (both internal and external) ensuring that communication is resolved or redirected for successful resolution.
- Arrange meetings for the Head of Department and manage the Head of Department's diary, including liaison with executive level staff within Harper Adams University and external organisations.

Manage procurement processes for the Department by:

- Reconciling budget against spend for main budget codes (including research projects);
 - Obtaining quotations for equipment in line with procurement regulations;
 - Advise on the most appropriate and cost-effective solutions adhering to the University procurement policies;
 - Coding of staff expenses;
 - Maintaining consumable and stationery stocks.
 - Hold sole responsibility for credit card transactions within the Department as the named credit card holder, ensuring that all procurement policies are adhered too, and card spending is reconciled.
- Manage all aspects of international and domestic travel for the Head of Department, their Leadership Team and the Staff and Students within the Department.
- Collaborate with the University Legal Advisor, Human Resources and Procurement on behalf of the Department to ensure compliance with the University policies and legal requirements in relation to the process of appointing Visiting Lecturers.
- Coordinate with Academic staff in the appointment of Visiting Lecturers to ensure compliance with the University approved policies and processes. Prepare, disseminate and manage the return of the University approved documentation sent to Visiting Lecturers for agreement within defined deadlines.

Coordinate the end-to-end process of the Subject Assessment Boards by:

- Advising and guiding staff members within the Department on the University Policies and Procedures;
- Collate confidential data from course teams for external moderation;
 - Create and disseminate the agenda and grade packs;
 - Make Student grades definitive in SITs for subsequent Course Assessment Boards within defined reporting deadlines;
 - Finalise Subject Assessment Board meeting minutes.
 - Facilitate the External Examiner visits to Harper Adams University. Maintain a professional working relationship by disseminating confidential documentation for external moderation within defined reporting deadlines. Ensure all travel and hospitality requirements are met.
- Source, collate, curate and summarise data from internal and external stakeholders relating to Departmental metrics on behalf of the Head of Department:
 - TRAC (Transparent Approach to Costing);
 - Vice-Chancellor's Report and ASMG (Academic Strategy and Management Group);
 - Academic Workload Planning data;
 - Department audits from external agencies.
- Act as a mentor to new administrative staff to assist their understanding of the University policies and procedures including educating them of the processes expected within their new role.
- Oversee new staff arrangements into the Department to include allocating office workspace, arranging IT facilities, inductions to other departments across the University and the organisation of basic training requirements.
- Coordinate specialist Departmental meetings focusing on Course Management Committees and Working Groups by preparing agendas; papers; minute taking; and actioning all outcomes and tracking these through to completion.
- Manage arrangements for internal and external conferences, seminars and events run by the Head of the Department and/or their Leadership Team.
- Plan and manage arrangements with external organisations for student study tours, field courses, dignitaries' programmes, and special interest groups in agreement with the Head of Department.
- Collate information on International Consultancy and research opportunities with regards to the countries of interest. Liaise with overseas partners to ensure relationships are maintained and obligations are honored. Collect, collate, analyse and report data on the Department's overseas activities and provide an overview of impact.
- Participation in and support for the other wider university events such as University Open Days, Registration, graduation and prizegiving ceremonies as necessary. This may involve occasional weekend work.
- Provide short-term absence cover/peak workload assistance for other academic administrators and across the University as necessary.
- All other duties and responsibilities commensurate with the post and the salary range of the grade which could include:
 - Developing Social Media content.
 - Overseeing administration of Knowledge Transfer Projects (KTP) with external partners, Innovate UK & the University.
 - Arrangement of specialist software and license packages in conjunction with the IT Department.
 - Support Student Union activities ensuring these are within budgetary limits as required

Person Specification

	Essential	Desirable
Qualifications	Educated to A-level or equivalent standard in English	Honors Degree (or an equivalent level professional qualification preferred) or equivalent and demonstrable administrative experience in a similar role
Experience	<p>Working in a busy office interacting with multiple internal and external stakeholders</p> <p>Communicating effectively with a broad range of people</p> <p>Organising an office's documentation so that it can efficiently achieve its objectives</p> <p>Executing purchasing processes in accordance with a company procurement policy</p> <p>Booking travel and accommodation</p> <p>Taking and distributing precise notes and minutes in a range of meeting sizes and situations</p> <p>Diplomatically dealing with enquiries from internal and external sources including challenging callers</p> <p>Ensuring that enquiries are directed to the correct person in the organization</p> <p>Report writing</p> <p>Evidence of an understanding of basic financial systems and budgeting</p> <p>The ability to work flexibly outside the routine week at times of peak workload including occasional evenings and weekends.</p>	<p>Previous experience and/or and understanding of the Higher Education sector within the UK</p> <p>Experience of working in an engineering or environment</p> <p>Making internal and external telephone calls to C-level directors in large corporate companies</p> <p>Experience of working in a research environment</p>

	Ability to attend occasional meetings and represent the department and NCPF.	
Knowledge/Skills	The ability to use standard software packages such as Microsoft Office and learn bespoke packages, if required	The ability to use project planning tools such as Microsoft Project or Visio Bookkeeping skills
Personal Qualities	Excellent communication, customer service and relationship building skills Organisation and time management Self-motivation Flexibility Team-working Attention to detail Assertiveness Problem-solving Tact discretion and diplomacy The ability to be proactive and use your reasoned initiative	Negotiation skills

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognized 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 £25,733 to £27,644 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 th 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	<p>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 more than 37 per week.</p>
Holidays	<p>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.</p>
Sick Leave	<p>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.</p>
Pension	<p>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.</p>
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> <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.</p>
Criminal Convictions	<p>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.</p> <p>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.</p> <p>Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police</p>

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 Thursday 24th July 2025

Please note that interviews will take place week commencing 4th August 2025