



**Harper Adams  
University**

**Apprenticeships Outcomes Officer  
(Part Time 0.70 FTE 26.60 hours per week, Fixed term  
up to 14 months duration)**

**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**

<b>Title of the post:</b>	Apprenticeship Outcomes Officer (Part Time, 0.70FTE 26.6 hours per week, Fixed term up to 14 months duration)
<b>Department:</b>	Business development (Apprenticeship team)
<b>Reporting to:</b>	Apprenticeship Manager

The role will be based in the apprenticeships team but will work closely with the Apprenticeship Course Managers and tutors who teach on Chartered Surveyor degree apprenticeship.

You will be working closely with a caseload of apprentices and their employers across England and will support progression through the apprenticeship programme in line with current funding and regulatory requirements. Duties will include carrying out regular reviews via Teams or in person, ensuring off the job training records are regularly updated and liaising with academic colleagues to make sure the apprentice and their employer are supported throughout the programme. There may be occasions when progress reviews are undertaken at employers' premises, so there will be some travel, but most will be remote meetings.

### **Main duties of the role include:**

- Provide proactive and reactive support and guidance to employers of apprentices to enable them to understand and fulfil the requirements of the apprenticeship and support their apprentice(s) to achieve both the Degree and End Point Assessment.
- Schedule and undertake progress monitoring of the relevant Knowledge Skills and Behaviours, through progress reviews with employers for an identified apprentice caseload. This includes facilitating learning support and carrying out learning support reviews where appropriate, using established systems and referrals to other support within the university
- Ensure compliance of the apprenticeship caseload with DfE requirements and other partnership provider requirements. Monitor 'off the job' learning evidence to meet compliance targets in the Aptem management system.
- Work with the Apprenticeships Manager to report on progress of apprentice On-Boarding and induction activities, e.g. carry out training plan reviews, sign-up activity, employer checks, entry and eligibility checks using the management systems.
- Notify relevant departmental administrative staff of requests for a break in learning, changes to circumstances, completions, and withdrawals regarding apprentices in the caseload using University procedures.

- Work with the Apprenticeships Team and Course Manager to take part in self-assessment and quality improvement planning activity using feedback from employers.
- Using the Aptem system, support the Apprenticeships Manager, course teams, and Quality Team by providing information and reports apprentices' progress and achievement
- Prepare apprentices and their employers for Gateway reviews and End Point Assessment and support the team to meet End Point Assessment Organisations requirements using tools, such as ACE360.
- Support the reporting and implementation of outstanding Safeguarding and Prevent practice (including health, safety, and welfare) in liaison with HAU staff with designated responsibilities for Safeguarding. Follow-up on and refer any health and safety issues/concerns identified as part of apprentice progress reviews or by any other means.
- Ensure all activity is auditable, and maintain confidentiality and security of personal records, materials, results and other sensitive information related to university policies, Ofsted inspections and DfE regulations.
- Proactively share expertise both within the immediate team and across university teams and departments to ensure standardisation is maintained. Contribute to the continuous improvement of systems and procedures related to apprenticeship delivery.
- Complete other duties related to personal development and team work, as requested. This may mean system training, developing procedures or reviewing performance related to targets.

### Person Specification

	Essential	Desirable
Qualifications	Minimum of level 3 qualification in a related subject	Degree level
Experience	<p>Experience in a similar role</p> <p>Experience of supporting learners/apprentices in identifying and setting own SMART targets</p> <p>Experience of standards-based apprenticeship delivery including end-point assessment processes</p>	<p>Experience within the education sector / Construction &amp; Property / Higher Education</p> <p>Experience of Ofsted inspection processes</p>



	<p>Experience of motivating others to achieve</p> <p>Experience of working with a range of stakeholders, including employers, curriculum teams and senior managers</p>	
Knowledge/Skills	<p>Strong communication skills, including written communication and attention to detail</p> <p>Strong planning and organisational skills</p> <p>Digital skills: MI systems/MS Office (Teams, Outlook, Word, Excel, and PowerPoint)</p> <p>Skills in goal setting</p> <p>Ability to work to deadlines</p> <p>Adaptable working approach</p>	<p>Knowledge of safeguarding and Prevent Duty requirements</p> <p>Knowledge of apprenticeship funding methodologies and funding rule requirements</p> <p>Knowledge of maths and English functional skills curriculum and initial assessment process and skills development resources, e.g. PASS/BKSB</p> <p>Knowledge of the Education Inspection Framework and Ofsted inspection processes</p>
Personal Qualities	<p>Able to reflect our values - outstanding, inspirational, distinctive and inclusive</p> <p>Commitment to delivering positive outcomes for apprentices</p> <p>Clean Driving Licence – We are a rural campus. You will need the ability and flexibility to travel as required in relation to the job role</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 £28,381 to £30,805 **pro rata 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 part time/fixed term 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 26.6 hours over Monday to Friday. The days of work can be agreed on appointment. 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 26.6 hours per week.
Holidays	<p>The annual holiday entitlement is 22 working days pro rata, 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><b>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.</b></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> <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</p>

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:**

Please apply online and submit full Curriculum Vitae (to include two referee details) and covering letter via the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> by no later than midnight on 18 July 2025.

**Please note that interviews will take place on 25 July 2025**

Should you require any adjustments to complete your application for this role then please contact [vacancies@harper-adams.ac.uk](mailto:vacancies@harper-adams.ac.uk)