



**Harper Adams
University**

Careers Advisor
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 well-being 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 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: Careers Advisor (Full Time, Permanent)

Department: Careers and Employability

Reporting to: Head of Careers and Employability

The Careers and Employability Service

The University has one of the top rates for graduate employment amongst UK higher education institutions and this role holder is responsible for the provision of careers and employability consultancy, including careers information, advice, expertise and guidance alongside other employability interventions with the aim of raising the aspirations of students and ensuring their success in line with the university's strategic mission.

The post-holder will work as part of a small team working directly with students, academic colleagues and professional support staff to provide quality advice, information and guidance and curriculum consultancy. The postholder will act as a key point of call for careers and the employability of students. The postholder will also connect students with university-wide initiatives, programmes and wider employability opportunities.

Main duties and responsibilities

You will play a key role in the Careers and Employability service. The main duties of the role include:

1. To provide high quality careers and employability advice and guidance to all students and recent graduates at the university, including individual careers guidance interviews.
2. To develop students career management skills through the design, delivery and assessment of career development learning within and alongside the curriculum.
3. To develop and maintain effective relationships with colleagues, academic staff and professional service colleagues to identify, develop and embed employability support within the curriculum. This will include representing the service at meetings and contributing to curriculum planning.
4. To support colleagues in the day to day operation of the Careers and Employability service, where necessary providing mentorship and with Head of Careers and Employability providing professional leadership to colleagues
5. To contribute to collection, interpretation and usage of relevant data sets including Graduate Outcomes Data and Longitudinal Educational Outcomes. Ensuring that data is used and interpreted effectively to inform strategic and operational planning. To use student data EG Career Registration data to develop deliver and quality assure tailored interventions with students and graduates.
6. To liaise and work confidently with existing and potential employers and alumni to develop strong links with industry and promote the employability of, and network opportunities for, students studying at the university.

7. To bring innovative solutions where appropriate in situations where problem solving is required.
8. To maintain a current understanding of early career recruitment practices ensuring information, advice and guidance to students and graduates is up to date and that conversations with employers are credible.
9. Establish and maintain an understanding of the international, national, regional and local labour markets by liaising with graduate employers, industry bodies and early career professionals
10. To develop and use learning technologies, online resources and activities in doing so, promote self-directed student engagement in career planning and personal development, including the use of the Learning Hub
11. To promote the work of the careers and employability service, both internally and externally, including using social media where appropriate.
12. To proactively participate in internal and external networks including AGCAS (Association of Graduate Careers Advisory Service), with a view to keeping abreast of HE employment, employability and related matters, in the UK and overseas, to inform service plans.
13. To proactively respond to student and staff feedback, including through participation in Learning and Teaching Forum events, course committees and collaborating in joint projects with others, to help inform the service's development.
14. To make a significant contribution to the achievement and maintenance of the relevant quality standards for this area – including the AGCAS quality standard
15. To manage the Careers and Employability section of the university website, including vacancy details and on-line resources.
16. To work effectively as part of the wider professional services teams and to contribute, as appropriate, to the recruitment, retention and achievement of students, including through participation in open days, careers and placement fairs, employer presentations, graduation ceremonies, and other student and employer activities, requiring occasional evening and weekend work.
17. It is expected that the postholder will undertake any other reasonable activities to assist in efficient service delivery, commensurate with the post and the salary range of the grade.

Personal Specification

	Essential	Desirable
Qualifications	<p>Undergraduate degree or relevant experience</p> <p>Professional qualification in Careers Guidance at level 7</p>	Fellowship of the HEA (FHEA)
Experience	<p>Delivery of Careers Information, Advice and Guidance in a careers service function/environment, including the creation of resources, face-to-face support and online support</p> <p>Development and delivery of curriculum-based credit bearing career management and employability content</p> <p>Maintenance of positive relationships with internal and external stakeholders, influencing the development of good practice and supporting service enhancement</p>	Working in a HE-based careers service function/environment and working successfully with young people.
Knowledge/Skills	<p>Advanced use of Microsoft Word / Excel / Outlook / PowerPoint and databases</p> <p>Excellent oral and written communication skills</p> <p>Advanced skills in the analysis and interpretation of data and its effective presentation to others</p> <p>Excellent presentation skills, the ability to design and deliver engaging lectures, workshops both online and in person</p> <p>Understanding of Data sets used with Higher Education EG Graduate Outcomes Survey</p>	<p>Knowledge of the rural environment, engineering and the agricultural or food industries.</p> <p>Experience with IT systems used with HE Careers and Employability settings</p>
Personal Qualities	Excellent interpersonal skills, with the ability to work proactively with others,	

	<p>including through the building of professional networks Ability to solve problems with innovative solutions</p> <p>A commitment to high levels of customer service and student support Ability to work effectively as part of a small core team and a distributed wider team.</p> <p>Effective self-management and prioritisation in order to manage a demanding workload.</p> <p>Flexible approach to work and working hours, including some evening, weekend work and travel between campuses</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.

Salary	The commencing salary will be within the range £35,608 to £37,784. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly in equal amounts over the full twelve months, in arrears, by credit transfer on the 28 th day of the month.
Contract Term	This is a permanent, full-time post. The employment may be terminated during the contract by either party giving 2 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	<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> <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	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.
Criminal Convictions	<p data-bbox="443 815 1390 1055">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> <p data-bbox="443 1099 1390 1240">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 data-bbox="443 1285 1390 1413">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 data-bbox="443 1458 1390 1594">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.</p>

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 completed no later than midnight on 23 January 2026.

Should you require any adjustments to complete your application for this role then please contact vacancies@harper-adams.ac.uk