



**Harper Adams
University**

**Executive Assistant (Global Impact)
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:	Executive Assistant (Global Impact)
Department:	Global Impact
Reporting to:	Executive Director for Impact & Engagement
Also supports:	Chief Global Impact Officer

The Appointment

We are seeking a highly organised, proactive, and adaptable Executive Assistant (Global Impact) to provide high-level executive, administrative, and project support to the Executive Director for Impact & Engagement and the Chief Global Impact Officer.

This is a pivotal role at the heart of the University's 2030 strategy and beyond, providing vital support in the successful delivery of the University's 125th anniversary activities and 2030 Development Campaign. The postholder will ensure the smooth operation of senior offices, implement processes (including formal governance processes), committees and groups, and contribute to the successful delivery of strategic projects and initiatives that shape the University's engagement with critical stakeholders, which will ultimately determine its reputation and ability to drive additional income and institutional growth.

Key Responsibilities

1. Executive & Administrative Support

- Act as the first point of contact for the Executive Director and Chief Global Impact Officer, managing diaries, inboxes, correspondence, and competing priorities with discretion and professionalism.
- Ensure effective scheduling and management of appointments, meetings, and travel, anticipating needs and resolving conflicts proactively.
- Draft, proofread, and prepare high-quality documents, presentations, reports, and correspondence, ensuring accuracy, clarity, and compliance with University policies and regulatory requirements.
- Provide professional committee support: drafting agendas, collating and distributing papers, recording minutes, tracking actions, and ensuring deadlines are met.
- Maintain accurate records, filing systems, and contact databases to ensure efficient information management.
- Liaise with internal and external stakeholders, fostering positive and collaborative working relationships.
- Support budget monitoring, procurement processes, expense claims, and financial reporting in line with University procedures.
- Act as a proxy for the Executive Director and Chief Global Impact Officer in managing departmental leave.
- Coordinate with the wider team of Executive Assistants to promote consistency, best practice, and effective cross-team collaboration.

- Liaise with Director of Development and staff members within DAR to ensure that meetings and activities relating to the 2030 Campaign are integrated between all offices and senior staff members

2. Project & Strategic Support

- Support the Executive Director in organisation of groups overseeing delivery of the 125th anniversary “high level” activities, providing project management for the “village green” pop up
- Provide administrative and logistical support for key projects, initiatives, and events led by the Executive Director and Chief Global Impact Officer.
- Track project progress, highlight risks or issues, and support timely delivery of outcomes.
- Assist in the delivery of internal and external events, open days, workshops, and masterclasses, ensuring a professional and impactful experience.
- Undertake any other institutional projects as required
- Undertake research, draft papers, and prepare briefings to inform strategic decision-making.

3. Values & Contribution to University Life

- Promote and champion equality, diversity, and inclusion across all areas of responsibility.
- Actively contribute to a positive, supportive, and high-performing team culture.
- Represent the offices of the Executive Director and Chief Global Impact Officer with professionalism, integrity, and diplomacy.
- Undertake other duties commensurate with the role as required.

Person Specification

	Essential	Desirable
Qualifications	A minimum of an Honours degree, or equivalent professional qualifications and experience.	
Experience	<p>Proven experience providing executive-level support in a complex environment.</p> <p>Demonstrated ability to draft clear, professional papers and communications.</p> <p>Experience managing demanding and competing priorities under time pressure.</p> <p>Experience coordinating events and/or supporting committees at a senior level.</p>	
Knowledge/Skills	Excellent written and verbal communication skills, with the ability to	

	<p>synthesise complex information and present it clearly.</p> <p>Strong organisational and time-management skills, with meticulous attention to detail.</p> <p>High-level IT proficiency, including Outlook, Excel, PowerPoint, Forms, and Teams.</p> <p>Knowledge of the Higher Education sector and awareness of governance and compliance processes.</p>	
<p>Personal Qualities</p>	<p>Resilient and adaptable, with the ability to thrive in a fast-paced, high-pressure environment.</p> <p>Strong interpersonal skills, with the ability to build constructive relationships at all levels.</p> <p>Professional, discreet, and diplomatic when handling sensitive or confidential matters.</p> <p>Proactive and solutions-focused, with the ability to anticipate needs and exercise initiative.</p> <p>A strong commitment to inclusivity, diversity, and continuous improvement.</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 of £32,080 to £34,610 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.

Contract Term 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

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.

Please note that due to the nature of this role, the successful applicant will be required to work on campus a minimum of four days 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.

Application Procedure:

Please apply online via the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk> submitting your CV and a personal statement outlining your suitability for the role. Your personal statement should clearly demonstrate how your skills, experience, and achievements meet the requirements outlined in the person specification. Applications without a personal statement may not be considered

Applications should be submitted by no later than midnight on 11 March 2026.

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