



**Harper Adams  
University**

**HR Adviser  
[Permanent, Full Time]**

**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:** HR Adviser[Permanent, Full Time]

**Department:** Human Resources

**Reporting to:** HR Business Partner

### **The Human Resources Team**

The HR team provides timely and professional HR support to the University, its managers and staff. Operating at strategic and operational levels, within a rapidly changing political, economic and legal context, the Department aims to provide innovative and practical solutions, thereby helping managers to achieve their academic and business objectives.

### **Main Duties and Responsibilities**

This is an HR generalist role providing a comprehensive and professional HR management and development service to the University community with a focus on managing a varied employee relations workload. You will be required to provide professional and timely advice and support on a wide range of people-related issues. The role also offers an opportunity to contribute to the University's continuously evolving HR agenda and to bring your own specialist knowledge to provide valuable input into the broader aspects of human resource management.

The main duties of the role include:

1. Provides first line generalist HR advice and support on employee related matters including absence management, employee relations cases, terms and conditions of employment and HR policies and procedures with a view to resolving matters on advice.
2. Coach, mentor and advise managers on cases and issues (both informal and formal). Provides options and solutions whilst assessing the risk and uses personal judgement to assess when more formal action may be appropriate to ensure appropriate, timely resolution.
3. Maintains and develops specialist knowledge of employment legislation; drafts policies and procedures; provides support, guidance and advice to line managers and employees
4. Provides a high level of advice and guidance to managers on occupational health referrals, absence management issues and return-to-work cases
5. Provides HR support to investigating managers in the management of casework, including but not limited to conduct, capability, and grievance matters. Liaises with relevant internal and external specialists on complex or high-risk cases as required

6. Arranges and attends both informal and formal meetings and hearings (in liaison with HR Business Partner) ensuring that all paperwork is accurate. Takes notes at meetings as required
7. Supports HR Business Partners with admin support on organisational change, including restructuring activity as required
8. Maintains team systems and processes relating to Freedom of Information requests, DBS processes, liaising with the relevant departments to ensure that paperwork is completed and returned and provides advice on those processes as required.
9. Actively supports compliance with UKVI legislation in respect to right to work processes including Skilled Worker visas, tracking and monitoring documentation and liaising with external sources of legal support when required.
10. Manages annual leave schemes (including Bank Holidays, closure days, pay in lieu of leave and contractual requirements) and enquiries
11. Commissions, interprets, and explains management information from HR systems, identifying trends and patterns
12. In liaison with HR colleagues, provides advice and guidance on job design, recruitment, onboarding and restructuring processes, advising on best practice, university procedures and appropriate legislation
13. Identifies and advises on any possible pay parity or job evaluation queries and provide input/ challenge to managers to ensure proper consideration, fairness, and consistency across the University
14. Conducts job evaluations to ensure roles are appropriately graded and to ensure the integrity of the HERA system remains consistent
15. Promotes the University's commitment to equality and diversity issues throughout the University
16. Identifies best practice within and outside of the HE Sector and its appropriateness in supporting staffing practices and procedures
17. Undertakes such other duties or assignments within the scope of the post as may be reasonably requested by the HR Business Partner

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	CIPD qualification level 5 (or working towards) or equivalent experience.	
Experience	<p>Previous experience in an HR generalist role</p> <p>Up to date knowledge of employment legislation.</p> <p>Managing a busy ER case load including complex cases.</p> <p>Reviewing and developing policies, ensuring these are updated in line with legislative changes.</p> <p>Supporting colleagues and Managers with health and wellbeing matters.</p> <p>Advice and guidance to managers on the management of absence cases including short term and long-term sickness including occupational health referrals.</p>	<p>Experience gained in the Higher Education sector or other related public sector.</p> <p>Mediation accreditation or formal training.</p> <p>Experienced in or knowledge of skilled worker visas.</p> <p>Experience of supporting organisational change with knowledge of individual and collective consultation processes.</p>
Knowledge/Skills	<p>Excellent oral and written communication skills</p> <p>Competent in Microsoft office and HRIS</p> <p>Able to organise, prioritise and manage own workload, working to deadlines</p> <p>Accuracy and attention to detail</p> <p>Coaching and mentoring skill</p>	<p>Knowledge and understanding of equality and diversity</p> <p>Strong analytical and problem-solving skills</p>
Personal Qualities	<p>Tact, diplomacy and ability to maintain confidentiality</p> <p>Excellent interpersonal skills with the ability to liaise confidently with staff and stakeholders at all levels</p> <p>Able to work independently and as part of a team</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 £35,608 to £38,784 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 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.

**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

Closing Date: midnight Sunday 10 May 2026

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)