



**Harper Adams
University**

Deputy Research Office Manager 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: Deputy Research Office Manager (Full Time, Permanent)

Department: Office of the Deputy Vice Chancellor

Reporting to: Associate Pro-Vice-Chancellor (Research & Research Culture)

The holder of this post will provide comprehensive, proactive and professional management of the Research Office and research administration as the Deputy to the Research Office Coordinator in support of the APVC (Research & Research Culture) and the Deputy Vice Chancellor. The role requires an individual who is versatile, effective and organised and can manage several pieces of work concurrently. The Research Office provides a wide range of research-related services to the University including application preparation support and coordinating research application submissions. It is essential the post-holder has an interest and understanding of these activities. The Research Office also provides key support to the Deputy Vice Chancellor and the APVC R&RC with the strategic oversight of research across the University.

Duties and Responsibilities

General Research Management

- Leading on guidance to staff and finance team on funding calls and application queries.
- Developing and writing External Funding CoP with input from the finance team.
- Setting up e-files for each external funding proposal and managing application pathway.

Funding Application Support

- Managing online application setup and development, such as JeS, Bravosolutions, KTP.
- Assisting with delivering on the preparation of large, collaborative bids; coordinating, collating and uploading large numbers of documents and information/costings from multiple partners.
- Reviewing call guidance documents for each active proposal to ensure all requirements are addressed.
- Managing the funding application spreadsheet and chasing information as required to ensure audit compliance, e.g. ensuring all key dates are accurately recorded on file set-up and through the approval process.
- Managing the tracking of proposals at pre-award stage and preparing successful proposals for post-award handover.

Managing Submissions

- Managing the internal submission approval process to meet audit requirements and managing submission procedures with staff preparing proposals through WorkTribe.
- Leading on gatekeeper/institutional approvals on online submission systems, e.g. JeS, Flexigrant, BravoSolutions/Atamis.
- Chasing various outstanding internal and external documents as required, e.g. approval forms, etc.

Strategic Research Support

- Supporting the delivery of various strategic institutional submissions including REF, Researchfish, and QR audits.

Subscriptions and Compliance Management

- Managing subscriptions to services, e.g. GuildHE Research Shared Services, DSC Online Funds.
- Setting up and managing institutional accounts with funders, e.g. ESA, Defra, FSA
- Managing Research Professional account and subscription and liaising with account manager as required.
- Developing HAU involvement in preferred supplier lists where necessary for funding opportunities.

Committees and Meetings

- Preparing and circulating the agenda and meeting papers for Research & Knowledge Exchange Committee, Ethics Committee and other internal committees, as required.
- Attend meeting of the Research & Knowledge Exchange Committee and Ethics Committee to take minutes as a written record.

Other Duties

- Supporting the continuous development and implementation of research management systems and processes.
- Collating research publications throughout the year from relevant sources, and developing the full list of refereed papers, paper indexing, and Open Access status for all staff.
- Ensuring the correct process is followed regarding Visiting Researchers to include: distributing required paperwork, checking Visa requirements & collating & documenting completed applications.
- Undertaking appropriate CPD as required.
- Leading on liaison with external parties on research related matters, e.g. other universities, industry partners, funders
- Delivering research inductions for all new academic staff members if planning research, and running refresher workshops for existing staff
- Providing advice, information and clarifications on research-related aspects to the Deputy Vice Chancellor and APVC (Research), and other staff as required
- Manage the university research visitor's process.
- Such other duties as may be requested by the APVC (Research) or Deputy Vice Chancellor, including those in support of new initiatives

Person Specification

	Essential	Desirable
Qualifications	Educated to degree level or holding a relevant Praxis qualification, or equivalent knowledge and experience gained through professional practice.	
Experience	Experience within the HE sector within the UK. Experience of managing research-related administration, efficiently and accurately with initiative and without close supervision.	
Knowledge/Skills	An interest in and understanding of research and academia. Ability to take accurate minutes of meetings. Ability to manage research-related administration, efficiently and accurately with initiative and without close supervision. Able to prioritise competing tasks with deadlines. Competent user of Microsoft Office and an understanding of the role of digital technology in research.	
Personal Qualities	Ability to explain complex information and procedures to a range of audiences. Excellent interpersonal skills and evidence of an ability to develop and maintain working relationships with stakeholders at all levels.	

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 £28,778 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 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 two months' notice in writing
Hours of Work	The routine working week is 37hours 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 37per week.
Holidays	The annual holiday entitlement is 22 working days, plus statutory bank holidays. In addition to this there are 10 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.

This position is not expected to meet the criteria required for the University to provide a Certificate of Sponsorship. Applications from candidates who need sponsorship to work in the UK will be assessed in line with the requirements outlined in the recruitment documentation. All hiring decisions will follow the guidance set by UK Visas and Immigration.

Application Process

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 Sunday 11th October 2026**

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