



**Harper Adams
University**

**Paralegal - Information Governance
(Full Time, Maternity cover up to 12 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

Title of the post: Paralegal - Information Governance
(Full Time, Maternity cover up to 12 months duration)

Department: Legal (Office of the University Secretary)

Our Legal Services Team plays a vital role in upholding these standards, providing expert advice and support across the whole University. As a Paralegal (Maternity Cover) within our small but busy team, you'll be primarily focused in ensuring our University's adherence to data protection laws, managing responses to Freedom of Information requests, and enhancing overall data security practices.

The role involves working closely with colleagues within the team, as well as the wider Office of the University Secretary, handling legal documentation, conducting legal research, and providing administrative support to help ensure the University's compliance with relevant regulations

Key Responsibilities

1. Freedom of Information and Transparency

- Manage and coordinate responses to Freedom of Information requests
- Collaborate with relevant University departments to gather information necessary for responses
- Ensure that responses comply with legal requirements and University policies, including obtaining appropriate authority for all responses.
- Apply exemptions and redactions in consultation with the Legal Services Team.
- Identify opportunities for simplifying the response process where appropriate.
- Maintain FOI tracking systems and performance monitoring.
- Report regularly on Freedom of Information trends to identify trends and track risks
- Support development and delivery of FOI training and awareness activity.
- Contribute to policy review and process improvement.
- Assist with the development and delivery of training and advice for all staff in relation to compliance with regulations relating to Freedom of Information.

2. Data Protection & Compliance

- Stay abreast of developments in data protection laws and regulations
- Develop and implement policies and procedures to ensure compliance with data protection laws
- Conduct assessments and audits to ensure compliance with relevant regulations, including identifying opportunities to simplify and streamline processes using technology
- Provide advice and guidance to all staff based on audit outcomes
- Conduct Data Protection Impact Assessments
- Manage Data Subject Access Requests
- Design and lead staff training on data protection compliance

- Provide advice and guidance to all staff on data protection queries
- Manage the processes for data protection issues, including the identification, management, and resolution of personal data breaches.
- Working with the Head of Legal and University Secretaries Office, provide advice and support on risk management and complex cases relating to data protection.

3. Data Governance and Security

- Work collaboratively with relevant University teams to strengthen data security measures.
- Draft and review on data sharing agreements and privacy notices
- Support the University in fulfilling its responsibilities as a Data Controller and, where applicable, Data Processor.
- Contribute to the development of data security protocols and practices, including incident response frameworks.

4. Legal Support and Research

- Conduct legal research on a range of issues affecting the University.
- Conduct horizon scanning and legal updates.
- Draft guidance notes and internal briefings.

5. Document Preparation

- Draft, review, and amend legal documents under supervision
- Ensure the accuracy and compliance of legal documents with relevant laws and regulations

6. Administrative Support

- Maintain accurate electronic and physical files.
- Support reporting, governance and compliance.
- Coordinate meetings, training sessions and documentation.

7. Collaboration

- Work collaboratively across all departments to support compliance.
- Communicate complex regulatory requirements in accessible language.
- Represent the University in internal forums and external networks where appropriate.

Person Specification

	Essential	Desirable
Qualifications	A strong educational background including a good honours degree in a relevant area or significant relevant experience in an information compliance role. Qualification or certification in data protection	Qualification or certification in information governance or security.
Experience	A proven ability to work with other team members by providing well informed advice and guidance and drafting letters/reports/agreement etc. An ability to engage with stakeholders who are not legally qualified to ensure they understand the legal position and can be advised and supported to reach a workable solution to a legal issue Experience of managing files (necessary for legal practice verification/audits etc), such that matters are well organised and readily accessible in an effective filing system (electronic and manual). Evidence of developing advisory capability in regulatory compliance. Ability to manage competing priorities and risk-based decision making	Direct experience of dealing with FOI requests including drafting responses and advising on compliance with the FOI Act Direct experience of implementation of data protection systems and processes Experience of developing and giving training Experience of providing advice and representing stakeholder interests at internal and external meetings etc. Evidence of supporting regulatory investigations or audits Experience delivering compliance frameworks Experience working within higher education governance.
Knowledge/Skills	Excellent attention to detail and an aptitude to deal with voluminous complex documents in a pragmatic and timely manner. Excellent written and verbal communication skills A proven ability and willingness to embrace and engage with new areas of law and engage with CPD/personal	Knowledge of Charity Law as it affects Universities in particular Excellent practical IT skills and an interest in the application of IT to deliver secure and effective records management.

	Essential	Desirable
	development and/or training as required Knowledge of UK legal systems and procedures, specifically an understanding of the Freedom of Information Act and General Data Protection Regulation and Data Protection Act 2018 requirements and a track record in implementation of the GDPR, training others and/or implementation of other similar regulations within an organisation where significant changes to current practice is required Strong research and analytical skills Proficiency in Microsoft Office suite	
Personal Qualities	Capable of always maintaining confidentiality and able to work on their own initiative but be willing to contribute effectively to the small team of staff engaged in other legal aspects of the work of the University Secretary's Office. An ability to work with senior figures within and outside the University, professionally and discretely.	

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 £31,236 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 fixed-term contract (maternity cover up to 12 months duration). Employment may be terminated during the course of the contract by either party giving two weeks' 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 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 Procedure:

Full 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 25 October 2026**

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