Harper Adams University

Research and PGR Office Administrator
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: Research and PGR Office Administrator
(Full Time, Permanent)

Department: Office of the Deputy Vice Chancellor

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

This post (0.5 FTE) provides professional research administration in support of the Deputy Vice Chancellor (DVC) and the Associate Pro-Vice Chancellor (Research and Research Culture). Based in the Research Office, the role provides a wide range of research-related services to the University including application preparation support, contract advice, and coordinating research application submissions. The Research Office Administrator also provides key support to the DVC and the APVC R&RC with the strategic oversight of research across the University.

This post (0.5 FTE) also provides administrative support for the University's postgraduate research students from point of application to graduation. In collaboration with the Head of Haper Adams Graduate School and the Postgraduate Research Student Coordinator the postholder helps deliver the University's aim to provide an excellent student experience for the postgraduate research students. The post holder will have specific responsibility for the administration of the Leverhulme Doctoral Scholarships.

Duties and Responsibilities

Funding Application Support

- Identify research funding opportunities through routine searches of funder/network notifications, research funding databases, and general internet-based searches.
- Communicate research activity and contract awards to internal stakeholders by weekly Research Round Up on the Research Office SharePoint site.
- Reviewing call guidance documents for each active proposal to ensure all requirements are addressed.
- Maintaining the funding application spreadsheet and chasing for key information to ensure audit compliance.
- Assisting with the tracking of proposals at pre award stage and preparing successful proposals for post-award handover.

Managing Submissions

- Administering the internal submission approval process to meet audit requirements and managing submission procedures with staff preparing proposals.
- Liaising with APVC R&RC and Head of Academic Accounting to ensure submission approval paperwork is countersigned/approved in accordance with procedures in WorkTribe.

- Assisting with gatekeeper/institutional approvals on online submission systems, e.g. TFS, Flexi-Grant, Atamis.

- Chasing various outstanding internal and external documents as required, e.g. Ethics applications, etc.

Strategic Research Support

- Managing and delivering various strategic institutional submissions including REF, Researchfish, and QR audits.

- Liaising with Finance on development and implementation of WorkTribe.
  PGR support

- To directly support the Postgraduate Research Student Coordinator with administrative work.

- Assist in maintain and manage the Postgraduate Research Office email account.

- Assist in the booking of external travel for Graduate School staff and PhD students.

- Assist in the recruitment process for new postgraduate research students including; set up application and selection processes in accordance with the university's admissions policy, liaise with applicants, the Director of Postgraduate Research, DOS and where appropriate the English Language Support Team Manager to arrange interviews, processing of admissions decisions on the University's student's records system, notify of outcomes and arrange inductions, ID cards and enrolment and right to study checks for postgraduate research students.

- Monitor the incoming applications for self-funded PhD students.

- Assist in the upkeep of postgraduate research students' records including registration and annual enrolment, progression or transfer, progress monitoring and examination, invoicing for student fees/ student stipend payments (working with Finance).

- Assist in the delivery of induction programme for postgraduate research students.

- Providing advice and support for postgraduate research students and ensure that information is communicated to students and those who direct or supervise postgraduate research students' studies.

- When required manage the allocation of desk space and IT equipment in PGR offices with respect to the needs of PGR students and Postdoctoral Research Assistants.

- Assist in liaising with registry to organise postgraduate research student's graduation.

- Assist in the organisation of Vivas/examinations for all students liaising with internal and external staff.

- Book rooms and catering for various events including Vivas and interviews.

- Collate Research proposals for DTP (e.g. MIBTP), Leverhulme and iDLA funding – ensuring deadlines are met for the external stakeholders.

- Any other reasonable request of the postholder's line manager.

Other Duties

- Update and send the Funding Tracker spreadsheet to finance each month for their month-end reports.
- Responding to research-related enquiries, including enquiries via the University website, email and telephone.
- Preparing research data for university committees.
- Maintain Research Office documents and information on the Harper Adams Research Office SharePoint site.
- Liaising with internal departments to obtain key information for research proposals and Reports.
- Collating and recording staff ORCID account numbers (and supporting staff in obtaining or locating their ORCID number).
- Providing staff with key organisational, insurance and registration information for research funding applications.
- Share CPD opportunities, including research conferences, with relevant colleagues.
- Source, collate, analyse, and summarise research performance data.
- Search, obtain and collate data and information required by the DVC in the course of their work, including from other parts of the University or from external sources.
- Collate data from the Research Office and Academic departments and analyse this against Key Performance Indicators. Prepare KPI analysis for the Academic Leadership Group (ALG).
- Managing the administration of the QR Funding applications process.
- Assist the DVC with the production and analysis of statistical data which forms the DVC report to the Board of Governors.
- Provide logistical and administrative support with events and visits.
- To carry out any other duties required by the DVC or the APVC R&RC that are consistent with this role including arranging meetings as required.

Person Specification

	Essential	**Desirable**
Qualifications		Excellent academic achievement (degree or an equivalent qualification)
Experience		Previous experience and/or an understanding of the Higher Education sector within the UK An understanding of research financial systems and budgets
Knowledge/Skills	An interest in and an 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 £26,615 to £28,592 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 37 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:

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 22 November 2026.**

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