

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Agronomy Trials Co-ordinator **Centre:** Crops & Agronomy – Regional Trials/HQ

Grade: C **Location:** Cambridge

Reports to (Job title): Variety Trials Coordinator

Line Manages (Job titles): No line management

2. Main purpose of role:

To coordinate agronomic (herbicide, fungicide, insecticide, nutrition and PGR) trials across the Crops & Agronomy business focusing on cereals, oilseed rape and pulses. Main duties will involve assisting other Trials Coordinators with seed ordering and processing, organising chemical database and dispatch to regions, liaising with customers to confirm and support protocol and contract completion, checking trial data submissions, and monitoring drilling/harvesting progress at regional centres. Attention to detail is essential in all aspects of this role.

The post holder will also develop expertise in other crop areas such as sugar beet, maize, forage crops and horticulture.

3. Financial authority/responsibility (e.g. delegated budget, authorisation level, approx value of contracts etc):

Able to raise purchase orders for trials related consumables, seed/sprays etc.

4. Key relationships (external and internal):

Key relationships are with colleagues in the trial co-ordination team, regional centres within Crops & Agronomy and external suppliers. Relationship building with external customers (breeders, agronomists and producers) will also be required.

5. Tasks/responsibilities (in order of priority)	Approx % of time
Coordination of trials. These duties include: <ul style="list-style-type: none"> • To prepare and update trials protocols and ensure consistency in protocols provided by others. • Organise the ordering and distribution of chemical for members and contract trials. • To ensure that plot records and harvest data are received from centres by the required deadlines. • To collate results for reports for contract and members' trials as required. • Assist in the preparation of reports for distribution to internal and external customers. • To liaise with customers over trials progress and visits and accompany them as required. • To assist in the allocation of trials to trials centres. • In conjunction with colleagues maintain an up-to-date record of trials across all trials centres. • Ensure compliance with ORETO standards for appropriate trials and acts as ORETO chemical store keeper. • To provide information for the ordering of seed for contract trials 	60
Identify and develop a crop or topic specialism to support the business requirements	15
Development expertise in additional crop areas (within 2 years) to deliver the above main tasks.	20

Maintain our weather station network

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6. Working conditions: Work will be about 80% office based. The majority of this work will be desk based using computing systems. There will be a lot of communication with colleagues by telephone and email. Some work will be outside in all kinds of weather conditions. It also requires outside working when pollen from plant species will be at high levels. Work outside normal hours may be necessary at peak times.

7. PERSON SPECIFICATION

Education/Qualifications:

Essential:	Desirable:
Driving licence Degree or equivalent in relevant subject	

Experience:

Essential:	Desirable:
Proficiency in use of Microsoft Office Data handling in Excel Computing - keyboard skills Practical knowledge of agricultural systems and inputs, particularly agrochemicals and varieties.	Knowledge of field trials Knowledge of ARM 10

Specialist Training:

Essential:	Desirable:
	BASIS/FACTS certification

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Well organised Competency in written English and Maths Adaptable Flexible Innovative Ability to work under pressure but retain accuracy Ability to work independently Attention to detail.	Some experience of delivering events/training, or presentation skills

Date of description: 22nd May 2018

Compiled by: N.Watson