

## JOB DESCRIPTION & PERSON SPECIFICATION

**1. Job title: Trials Officer      Centre: Operations      Grade: D      Location: Benniworth**

**Reports to** (Job title): Northern regional manager **Line Manages** (Job titles): Non-complemented staff

### 2. Main purpose of role:

To run day-to-day field trials operations from the NIAB TAG Regional Trials Centre based at Benniworth, Lincolnshire. Currently the main arable crops trials are with cereals and oilseed rape. Some large block trials looking at the effects of Phosphate fertiliser are also an ongoing commitment in the region

Deliver results according to set protocols and to pre-determined timetables. Ensure that health and safety guidelines are followed.

To deputise for the Northern Regional Manager as required

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

The post has responsibility for managing a delegated budget within specified limits (Currently raising PO's to £5000). Day-to-day spending is under the control of the post holder who also contributes to planning for capital expenditure.

### 4. Key relationships (external and internal):

Reports to Northern Regional Manager. Responsible for the team leadership of 3 complemented full-time staff at the centre plus non-complemented labour to assist with seasonal work. Required to liaise with host growers to collect relevant application data and identify mutually convenient times for trials operations. Liaise with Regional Agronomist on production of trials results. Important internal relationships with Contract and Project Managers and NIABSTATS.

Tasks/responsibilities (in order of priority)	Approx % time
To plan, organise and administrate day to day trials operations. To ensure timely applications and assessments are carried out, to collate record sheets and update all relevant workbooks etc. according to protocols. To ensure all data requests are deadlines are met. To plan and organise contracted trials. This involves understanding technical requirements of protocols. Liaising with internal staff (e.g. Contract manager, Seed Handling Unit, Stats) to ensure correct seed and plans are delivered on time. Plan field layout to allow ease and cost effective management by NIAB TAG and/or host. To deputise for Northern Regional Manager when absent.	50
To assess plots for a range of agronomic characteristics applying methodical assessment using electronic data loggers or paper. Requires ability to recognise crop diseases and interpret assessment keys	20
To organise the collation and analysis of data and preparation of reports as required by contract managers. To set and implement work schedules that meet objectives and deadlines set out in protocols. This requires good experience of tasks involved and thorough technical knowledge. Good computer ability (Excel/Word) needed.	20
To maintain a range of equipment and facilities to ensure all machinery, equipment and buildings are serviced, maintained and ready for use when needed. Keeping maintenance records up to date, arranging contractors (engineers) to carry out work. Requires mechanical and practical ability plus good planning	5

To carry out general administrative duties to keep centre functional and liaise with hosts at home centre and trials sites. This involves responsibility for spending against a pre-determined budget.	5
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## 6. Working conditions :

The majority of the work is outside during the recording period. An element of time is spent in the office carrying out planning and administrative duties. Some intensive periods of repetitive work. Work involves handling and using harmful chemicals and reagents. Expected to work additional hours and at weekends as workload and season dictates. Some periods of lone working both indoors and out. Due to the seasonal nature of the work, it may not be possible to take annual leave at certain times. The post-holder will also need to work outside in conditions where pollen from various plant species could be at high levels.

## 7. PERSON SPECIFICATION

### Education/Qualifications:

Essential:	Desirable:
Higher education qualification in agriculture, applied science, or land based industry.	Degree or equivalent

### Experience:

Essential:	Desirable:
Experience running field trials and the management of staff. Knowledge of arable production systems and experimental procedures.	Managing small teams Analysis and reporting experimental results Demonstrations

### Specialist Training:

Essential:	Desirable:
Appropriate qualifications to operate hand-held sprayers.	BASIS and FACTS qualifications Forklift certificate Ability to operate and carry out routine maintenance of machinery and equipment Tractor Driving skills

**Personal Qualities (skills, behaviours and competencies)**

Essential:	Desirable:
<p>Ability to lead a team and manage a complex programme of work            Ability to work both unsupervised and within a team.            Attention to detail.            Willing to work extended and or unsociable hours when required.            Problem solving and ability to use initiative.            Strong IT skills.            Time management skills.</p>	<p>Desire to learn more about crop production and management.            Long term commitment to agricultural career.            Willingness to learn new skills.</p>

Date of description: 08<sup>th</sup> October 2014

Compiled by: HR