

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Trials Manager **Centre:** Crops & Agronomy **Grade:** D **Location:** Morley, Norfolk

Reports to (Job title): Eastern Regional Centre Manager **Line Manages** (Job titles): Trials Officers and temporary /seasonal staff.

2. Main purpose of role:

To manage the field trials operations from the NIAB TAG Regional Trials Centre based at and from Morley in Norfolk. This involves the selection of suitable sites for growing and recording field trials with a range of arable crops. Currently the main crops trials are combinable crops including oilseed rape, sugar beet, maize and pulses. There is also an extensive programme of long-term rotational experiments run at Morley and other sites in East Anglia. Working with other regional centres to deliver the diverse work programs is also a requirement.

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

To deputise for the Eastern Regional Manager as required.

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

Delegated day-to-day spending is under the control of the post holder who also assists the Regional Manager in the preparation of an annual budget and planning for capital expenditure.

4. Key relationships (external and internal):

Reports to the Eastern Regional Manager.

Responsible for line management and team leadership of staff at the centre.

Required to liaise with host growers and their staff to ensure that field operations are carried out correctly, in a timely manner and to fit into the host's work schedules.

Required to build a strong working relationship with the host farm manager and farm team at Morley, and other host farmers.

Tasks/responsibilities (in order of priority)	Approx % time
<p>To establish and run field trials to set protocols on a range of arable, forage and root crops along with rotational work.</p> <p>This will include the planning of field plots to allow ease and cost effective management by NIAB TAG and/or host and implementation of drilling, pesticide/fertiliser treatment applications, plot recoding and reporting and harvest meeting industry standards and contract protocols (COSHH, ISO, GEP etc). This involves understanding the technical requirements of protocols. Liaising with internal staff (e.g. trials co-ordinators, contract managers, Seed Handling Unit, Statistic team) and external customers to ensure that the trials are carried out correctly and reported on with given timeframes.</p>	40
<p>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</p>	10

Regular field walking of trial sites. Identifying weed, disease, and pest pressure and prescribing appropriate course of action	10
To organise the collation and analysis of data and preparation of reports as required by contract managers.	25
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 liaise with hosts at home centre and trials sites.	5
To carry out general administrative duties to keep centre functional including assisting the Regional Manager with budgets and cost management.	5

6. Working conditions:

The majority of the work is outside during the recording period. There can be extended periods of time spent in the office carrying out data handling, 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. Qualifications in agriculture, applied science, or land based industry. Degree or equivalent	Basis FACTS

Experience:

Essential:	Desirable:
Experience running field trials and managing staff and teams. Knowledge of arable production systems and experimental procedures. Managing different workload packages at the same time.	Analysis and reporting experimental results. Technical ability to present at Open days.

Specialist Training:

Essential:	Desirable:
Appropriate qualifications to operate hand-held and tractor mounted sprayers.	Forklift certificate Ability to operate and carry out routine maintenance of machinery and equipment Familiarity with ARM and Excel software packages B+E driving licence. C+E driving licence.

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
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. IT literacy. Time management skills.	Desire to learn more about crop production and management. Long term commitment to agricultural career. Willingness to learn new skills.

Date of description: April 2018**Compiled by:** MAL/LOH