

## JOB DESCRIPTION & PERSON SPECIFICATION

**1. Job title: Trials Officer      Centre: Crops & Agronomy      Grade: C      Location: Hereford**

**Reports to (Job title):** Regional Manager

**Line Manages (Job titles):** None

### 2. Main purpose of role:

To assist the Regional Manager in the operation of the trials centre and trials programme. This includes the preparation of materials for trials, equipment maintenance and reporting.

To assist with the day-to-day field trials programme of crops run from the NIABTAG Hereford centre.(HE) This involves cereals, oilseeds, pulses, potatoes, maize and other crops as necessary. Trials will be conducted at the host farm and on other locations mainly in the Herefordshire area. Work includes the establishment, management, recording and harvest of field trials to agreed protocols. Data will be handled through electronic and manual means.

There is wide scope for this post to evolve, utilising the job holders strengths and providing higher responsibility..

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

Responsible for maintaining records of expenditure on consumables and agrochemicals.

Supervision of Casual labour

Responsible for correct planning and application of pesticides to all field trials

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

Reports to centre manager. Responsible for functional management of casual staff at the centre plus non-complemented labour to assist with seasonal work. Required to liaise with host growers and their staff to ensure that field operations are carried out in a timely manner and to fit into the host's work schedules.

### Tasks/responsibilities (in order of priority)

Job Objectives	Job Characteristics	Specific Responsibility (not exclusive)	Approx % time
To assist with establishment and management of field trials of various crops	Primary tractor driver/Operative for drilling, pesticide and fertiliser application plus harvesting of a range of crops. Includes planning and accurate record keeping of all operations to meet industry standards and contract protocols. (COSHH,ISO, GEP etc)	Tractor mounted crop spraying. (NPTC PA2 required) Specific trials/projects	40
To assess field plots for a range of agronomic characteristics	Methodical assessment using electronic data loggers or paper. Requires ability to recognise crop diseases and interpret assessment keys.	Timely completion according to protocol of specific projects	25
To assist with or take specific responsibilities for maintaining a range of HE equipment and facilities	Ensuring all machinery, equipment and Office Portakabin are serviced, maintained and ready for use when needed. Keeping maintenance records up to date, arranging contractors (engineers) to carry out service maintenance and repairs. Requires mechanical and practical ability plus good planning.	Custodian for main items of machinery and equipment	20

To assist Regional Manager with planning and organisation of HE trial programme	Understanding technical requirements of protocol. Liaising with Customer, trial host and internal staff (e.g. Contract manager, Seed Handling Unit, Stats) to ensure punctual operations from project/trial inception through to final report.	Overall management of specific projects/trials	10
To assist with general Centre administration and housekeeping	Processing orders, invoices. Keeping up to date with project codes and other requirements from CM's, HQ Finance dept. May also include processing timesheets for temp staff		5

**6. Working conditions :** Field and office based with some workshop duties

## 7. PERSON SPECIFICATION

### Education/Qualifications:

Essential:	Desirable:
A good general standard of secondary education including qualifications in English, Mathematics and Science.	Higher education qualification in agriculture, applied science, or land based industry.

### Experience:

Essential:	Desirable:
Work based knowledge of agriculture particularly general tractor driving and the use of farm machinery.	One or more year's employment in a land based industry. Sound understanding of farming generally and crop production in particular. Experience in use and maintenance of agricultural machinery.

### Specialist Training:

Essential:	Desirable:
Tractor driving for the operation of bespoke plot machinery Driving self propelled harvesters, swathers mowers etc  –training for other will be given where needed.	Forklift certificate Quad bike certificate Appropriate qualifications to operate hand-held and tractor mounted sprayers, PA2 required. Ability to operate and carry out routine maintenance of machinery and equipment

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

Essential:	Desirable:
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. <del>Some</del> 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:** 24<sup>th</sup> January 2012

**Compiled by:** SPK/MIP

**Reviewed 01.09.15 MIP**