

## JOB DESCRIPTION & PERSON SPECIFICATION

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

**Reports to** (Job title): Trials manager

**Line Manages** (Job titles): No responsibility

### 2. Main purpose of role:

To assist the centre manager to generate technical information through the delivery of field trials from the NIAB-TAG Morley Office

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

None

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

Team members, host farmers, contractors, suppliers.

| 5. Tasks/responsibilities (in order of priority)  | Approx % of time |
|---|------------------|
| <p><b>To assist in the establishment and management of field trials programmes on trials with combinable crops, sugar beet and maize.</b><br/>Involving seed preparation, drilling, pesticide and fertiliser application and harvesting of trials. Trials and Tasks are carried out to meet industry standards and contract protocols (COSHH,ISO,GEP etc)</p> | 40               |
| <p><b>To assess plots for a range of agronomic characteristics</b><br/>Methodical assessment using electronic data loggers or paper. Requires ability to recognise crop diseases, pests, weeds and nutrient deficiencies and interpret assessment keys after suitable training</p>  | 30               |
| <p><b>To carry out soil assessment</b><br/>This involves helping the farming system research team deliver their work program in a timely manner. It requires physical activity whilst maintaining a good sense of humour in all weather conditions along with care and attention to detail.</p>   | 20               |
| <p><b>To maintain a range of equipment and facilities</b><br/>Ensuring 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.</p>                          | 5                |
| <p><b>To validate, analyse and submit various plot data</b><br/>Checking for errors, processing by prescribed deadlines</p>   | 5                |
| <p><b>To ensure work is carried out in a safe environment</b><br/>Ensuing compliance with risk assessment and maintaining servicing logs</p>  | Always           |

### 6. Working conditions :

The majority of the work is outside in all weather conditions during the recording period.  
An element of time is spent in the office carrying out planning and administrative duties.  
Some intensive periods of repetitive and or physical work.  
Work involves manual handling and the handling and using of harmful chemicals and reagents.  
Expected to work additional hours including weekends for which overtime and can be paid.  
Working away from the centre with overnight stays may be required 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:  |
|--|---|
| 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.<br>FACTS<br>BASIS |

### Experience:

| Essential:   | Desirable:   |
|--|--|
| Some work based knowledge of agriculture and/or research trials.<br>Experience in use and maintenance of agricultural machinery. | One or more year's employment in a land based industry.<br>Sound understanding of farming generally and crop production in particular. |

### Specialist Training:

| Essential:      | Desirable:   |
|-----------------|--|
| Tractor driving | PA 1, 2, 6<br>Forklift certificate<br>ATV certificate. |

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

| Essential:  | Desirable:   |
|---|--|
| Ability to work both supervised and unsupervised.<br>Work within a team, alone and be self-motivated.<br>Attention to detail.<br>Willing to work extended unsociable hours and stay away for periods of time when required.<br>Problem solving and ability to use initiative.<br>Some IT literacy.<br>Time management skills. | Desire to learn more about crop production and management.<br>Long term commitment to agricultural career.<br>Willingness to learn new skills. |

Date of description: 24<sup>th</sup> August 2015 Compiled

by: MAL/LO'H

Reviewed 25.04.17 LO'H 12.06.17 MAL