

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Trials Officer **Centre:** Crops & Agronomy **Grade:** B **Location:** Telford RTC, Lilleshall, Shropshire

Reports to (Job title): Centre 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 Telford 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
To assist in the establishment and management of field trials of various crops Includes drilling, pesticide and fertiliser application plus harvesting of a range of crops. The centre has programmes of trials with combinable crops. Carry out tasks to meet industry standards and contract protocols (COSHH,ISO,GEP etc)	50
To maintain a range of equipment and facilities 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.	25
To assess plots for a range of agronomic characteristics Methodical assessment using electronic data loggers or paper. Requires ability to recognize crop diseases and interpret assessment keys after suitable training	20
To validate, analyse and submit various plot data Checking for errors, processing by prescribed deadlines	5
To ensure work is carried out in a safe environment Ensuing compliance with risk assessment and maintaining servicing logs	Always

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:
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:
Some work based knowledge of agriculture.	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:
None – essential training will be given where needed.	Tractor driving PA 1, 2, 6 Forklift certificate

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. Some 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: 10th May 2013**Compiled by: SPK****Reviewed/Updated: 7th Nov 2017, MIP.**