

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Centre Manager **Centre:** Operations TDT **Grade:** Specialist **Location:** East Malling

Reports to (Job title): Regional Manager **Line Manages** (Job titles): Trials Managers and Trials Officers

2. Main purpose of role:

Leading the trials team responsible for managing the NIABTAG field trials operations based at or run from East Malling. This involves the selection of suitable sites for growing and recording field trials with a range of arable crops. Currently the main crops species are cereals, oilseed rape, maize and pulses. The centre is responsible for a wide range of trials carried out for commercial and levy board customers and has a large programme of trials carried out for the NIABTAG Network. The team is also responsible for carrying out trials on soft and top fruit in conjunction with the science teams at our East Malling Research Centre.

Working with other centres in the region to deliver 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 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 Regional Manager.

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

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

Liaison with EMR Science teams to deliver fruit trials according to protocol

Required to build a strong working relationship with Regional Agronomist and local membership committees.

Tasks/responsibilities (in order of priority)	Approx % time
Leading a team to establish and run field trials of various crops. Includes drilling, pesticide and fertiliser treatment applications plus harvesting a range of crops. Includes planning and keeping records of all operations to meet 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, researchers, Seed Handling Unit, stats) and/or external customers to ensure correct seed and plans are used, correct treatments applied and assessments made with results delivered on time. Plan field layout to allow ease and cost effective management by NIAB TAG and/or host.	50

To liaise with hosts at trials sites and be the key contact for Regional Agronomists and Membership activities.	15
To carry out centre management activities including personnel management and performance reporting. Responsibility for day to day spending at the centre and assisting the Regional Manager with budgets and cost management.	15
To organise the collation and analysis of data and preparation of reports as required by contract managers.	10
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. Ensuring NIAB Health and Safety policy is adhered to at all times.	10

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. Qualifications in agriculture, applied science, or land based industry.	Degree or equivalent

Experience:

Essential:	Desirable:
Experience running field trials and managing staff and teams. Knowledge of arable and horticultural 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:
PA1, PA6, PA9 Familiarity with ARM and Excel software packages Driving licence	BASIS and FACTS qualifications Forklift certificate Ability to operate and carry out routine maintenance of machinery and equipment

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. 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: 17th August 2020

Compiled by: HEP