

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>1. Job title:</b> Trials Manager	<b>Centre:</b> TDT Cirencester	<b>Group:</b> Senior Technical
<b>Reports to</b> (Job title): Regional Manager (West)	<b>Line Manages</b> (Job titles): Temp Assistant(s)	<b>Location:</b> Cirencester (CR)

<b>2. Main purpose of role:</b>
<ul style="list-style-type: none"> <li>• Manage the trials operation at the Cirencester Centre. Deliver successful field trials under the support of the Regional Manager and Regional Agronomist</li> </ul>

<b>3. Financial authority/responsibility</b> (e.g. delegated budget, authorisation level, approx value of contracts etc):
<ul style="list-style-type: none"> <li>• Responsibility for managing a delegated Centre budget; circa £100k.</li> <li>• Day-to-day spending is under the control of the post holder who also contributes to planning for capital expenditure.</li> </ul>

<b>4. Key relationships (external and internal)</b>
<ul style="list-style-type: none"> <li>• Internal: West Regional Manager and Regional Agronomist, Other CR Centre staff, Trial Co-ordinators, Crop Specialists</li> <li>• External: Centre Landlord, Trial Host Growers, Trial customers, NIAB TAG members (farmers, agronomists, corporate, especially in West Region); Industry specialists, Sub-contractors</li> </ul>

<b>5. Tasks/responsibilities</b> (in order of priority)	Approx % of time
<b>Planning and organisation</b> <ul style="list-style-type: none"> <li>• Interpretation of technical requirements in trial protocols.</li> <li>• Prepare efficient layout of field trials to meet requirements of protocols and host grower</li> <li>• Procurement of seed, agchem, fertiliser and other consumables.</li> <li>• Record keeping of operations, processes, maintenance of equipment and buildings to meet industry standards and protocols (COSHH, ISO, GEP etc).</li> <li>• Prepare and implement work schedules that meet objectives and deadlines set out in protocols</li> </ul>	25
<b>Trial procedure</b> <ul style="list-style-type: none"> <li>• Seed preparation for plot drilling</li> <li>• Drilling, pesticide and fertiliser application plus harvesting a range of field crop trials.</li> <li>• Crop walking/inspecting to instigate timely actions</li> <li>• Field Demos: prepare and organise sites and facilities</li> <li>• Assessment of plots for a range of agronomic characteristics using electronic data loggers or paper.</li> <li>• Data handling: collation, analysis and delivering data using various IT software</li> </ul>	65
<b>Centre operation</b> <ul style="list-style-type: none"> <li>• Service and maintain a range of equipment, machinery and buildings</li> <li>• Administration: Centre budget expenditure, host agreements (assist Regional Manager)</li> <li>• Grow the Centre through successful trial delivery, interaction with members and industry to raise awareness of the centre and it's capabilities</li> </ul>	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 in an applied biological or agriculture-related subject.	Degree or equivalent in Agriculture or related subject (including crop production/protection).

### Experience:

Essential:	Desirable:
2 years experience of running field trials. Knowledge of arable production systems and experimental procedures. Managing different workload packages at the same time.	Experience of managing staff and teams. Technical ability to present at Open days. Knowledge of data collation and analysis. Experience of growing and harvesting crops. Laboratory work.

### Specialist Training:

Essential:	Desirable:
PA1 Foundation Module: Safe Use Of Pesticides certificate. PA6 Hand Held Applicators certificate.	PA2 Boom Sprayer (Mounted/Trailed) certificate. Forklift/Telehandler certificate. Quadbike certificate. Ability to operate and carry out routine maintenance of machinery and equipment. Familiarity with ARM software B+E driving licence. C+E driving licence.

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

Essential:	Desirable:
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<p>Full driving licence.</p> <p>Computer literate (Windows, Office, Word, Excel and PowerPoint).</p> <p>Ability to lead a team and manage a complex programme of work.</p> <p>Ability to work both unsupervised and within a team.</p> <p>Attention to detail.</p> <p>Willing to work extended and or unsociable hours when required.</p> <p>Problem solving and ability to use initiative.</p> <p>Time management skills.</p>	<p>Ability to talk to and understand farmers, agronomists and technical specialists, with a range of requirements and at different technical levels.</p> <p>Knowledge of statistics and trials design, and familiarity with statistical software.</p> <p>Self-motivating and with ability to sort out day-to-day issues.</p> <p>Long term commitment to agricultural career.</p> <p>Willingness to learn new skills.</p>
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<p><b>Date of description:</b> July 2020</p> <p><b>Review date:</b></p>	<p><b>Compiled by:</b> Mike Perry</p> <p><b>Reviewed by:</b></p>
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