

JOB DESCRIPTION & PERSON SPECIFICATION

1. Job title: Agronomy Trials Co-Ordinator **Centre:** TDT, Hereford **Group:** Senior Technical

Reports to (Job title): Regional Manager **Line Manages** (Job titles): N/A **Location:** Hereford

2. Main purpose of role:

- To manage trial and project data collation, verification and delivery in the NIAB West region
- To provide general IT and administrative support within the West region
- To assist with the general running of the Hereford field trials programme

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

- Raising Purchase Orders

4. Key relationships (external and internal)

- Internal: Centre Managers, West Regional Manager and Regional Agronomist, other trials staff, Trial Co-ordinators, IT Department
- External: Trial Host Growers, Trial customers, NIAB TAG members (farmers, agronomists, corporate, especially in West Region); Sub-contractors

5. Tasks/responsibilities (in order of priority)

Approx % of time

Regional data handling

- Manage trial and project data bases within the region
- Collate and verify trials data and ensure timely delivery to customer (internal and external) using a range of IT software
- Liaise with HQ IT dept. to ensure optimal functioning of regional computing systems
- Champion use of tablets, smart phones and other devices to maximise efficiency of data collection and processing

60

Trials operation

- Assist with preparation of seed and other materials for trials
- Assist with assessment of plots for a range of agronomic characteristics using electronic data loggers or paper.
- Assist with drilling and harvesting plots

25

Regional support

- Support to the Regional team: PO/invoice processing, stock management, machinery and equipment records
- General administrative assistance to the Regional Manager

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6. Working conditions:

The majority of the work is farm office based at a computer workstation. Some intensive periods of repetitive work. 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 may 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:
Work based knowledge of computer software systems; intermediate level understanding of Microsoft Office applications. Knowledge of data collation and analysis.	Microsoft Office: advanced level Working knowledge of ARM software IT troubleshooting Bookkeeping Experience of growing and harvesting crops. Laboratory work.

Specialist Training:

Essential:	Desirable:
Microsoft Office: advanced level (Excel)	ARM software

Personal Qualities (skills, behaviours and competencies)

Essential:	Desirable:
Computer literate (Windows, Office, Word, Excel, PowerPoint). Excellent planning and organisational skills Excellent communication and interpersonal skills 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. Time management skills.	Knowledge of statistics and trials design, and familiarity with statistical software. Self-motivating and with ability to sort out day-to-day issues. Willingness to learn new skills.

Date of description: July 2020

Compiled by: Mike Perry

Review date:

Reviewed by: