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| **JOB DESCRIPTION** | | | |
| **SPECIFIC JOB TITLE** | Farm Manager | | |
| **GENERIC ROLE TITLE** | Scientific Manager | | |
| **LEVEL/GRADE** | D | | |
| **JOB FAMILY** | Science Capabilities | | |
| **CONTRACT TYPE** | 3 Yr fixed term | | |
| **HOURS** | Full time | | |
| **REPORTS TO** | Head of Farms | | |
| **DEPARTMENT** | Operations (Farms and Estates) | | |
| **LOCATION** | Harpenden | | |
| **DATE** | 23/05/2024 | | |
| **OVERVIEW OF ROLE/JOB PURPOSE** | | | |
| Join our dynamic Farm and Estates team at Rothamsted, playing a crucial role in the successful operation of our commercial enterprises across multiple sites. We are seeking an ambitious, highly organized individual with excellent communication skills and proven leadership abilities. You will collaborate closely across both operational,science and research teams to ensure the successful completion of experimental protocols.  Key Responsibilities:   * Oversee and lead the arable team, ensuring effective operation and productivity. * Collaborate with science and research teams to achieve experimental protocol goals. * Extensive practical experience and competencies with machinery alongside an understanding of varied agricultural systems. * Execute complex spray operations with proven expertise. * Participate in Rothamsted’s new digital initiative, utilizing advanced IT skills and computer-based record-keeping systems. * Ensure compliance with audit data requirements and manage grain storage efficiently.   Practical experience in agricultural field trials, though not essential, is beneficial.However, an appreciation of the critical role agricultural field trials play and the challenges they bring is.  If you are a motivated individual with the skills and experience to excel in this role, we encourage you to apply and become an integral part of our innovative team at Rothamsted.  The post holder is expected to carry out the duties listed below, and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post. | | | |
| **MAIN DUTIES OF ROLE** | | | |
| **Generic Outputs** | **Weighting** | **Description of Outputs** | **Description of Job Specific Duties** |
| **OPERATIONAL DELIVERY & SCIENTIFIC SUPPORT TO PROJECTS/ RESEARCH GROUPS OR SERVICE USERS** | 65% | Working to schedules, prioritising tasks, using initiative to assess best course of action, solving routine problems, and keeping up-to-date records | * Work to priorities specified by line manager * Plan and prioritise work schedule to meet demands and ensure sufficient labour is available. * Feedback on work progress to line manager communicating issues on future tasks if needed to help with work planning. * Safe machine operation. * Ensure fieldwork is completed to the best of your ability * Record all field operations in detail on paper & electronic systems. * Lead Spraying operations to ensure applications are received and recorded in a timely fashion. * Ensure all chemical records are completed in line with approved practice. * Ensure accurate field records are taken and recorded for all work undertaken on farm, transferred to electronic systems and archived as needed to be available to all field users * Develop and implement standard operating procedures * Ensure all regulations are met and records are taken to adhere to guidelines and standard operating procedures |
| **FINANCE AND RESOURCE MANAGEMENT** | 10% | Stock control and ordering within pre-determined budgetary constraints | * Monitor stock of consumables and inform line manager of shortages and future needs * Suggest alternative purchasing options which may give added value * Ensure all machines are returned from the field in a safe and usable state for future operation, report any defects to the line manager * Ensure all tractors and vehicles are stored in a safe and secure area * Stock taking to be done regularly and ensure all stock is compliant. Rotating and using as required. |
| **WORKING WITH OTHERS** | 10% | Responding appropriately to work instructions, exchanging of information and supporting others | * Receive and give feedback on work tasks set out by line manager. * Ensure that instructions are clear and understandable, if in doubt ask for clarity. * Discuss work tasks with other colleagues to give an understanding of the whole team goals. * When necessary, guide other farm team members on how to use digital record keeping systems. * Communicate and liaise with field trial manager throughout the year to understand their requirements and future needs * Maintain a professional network of internal and external contacts, knowing who to approach regarding key issues |
| **LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF AN OPERATIONAL SERVICE OR FACILITY** | 10% | Accountability for the supervision and development of staff and/or quality of work within work unit/team/department and ensuring safety standards within the team/work unit are consistently met | * Organise the delivery of effective and efficient day-to-day services for the designated site/ farm * Provide input into development of work unit/facility goals and objectives * Participate in recruitment and selection decisions relating to own team * Resolve minor machinery/operational issues using own initiative. Report major defects to line manager to ensure that safety criteria have been met. * Tutor less experienced team members to enhance their learning. * Participate in whole team discussions and give advice to the team on your areas of expertise. * Champion H & S in the workplace and follow industry guidelines. |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | 5% | Identification and actioning of learning objectives and the opportunities and resources available to achieve these | * Discuss ongoing work task with colleagues to receive feedback and advice on progress and solutions. * Mentor less experienced team members in your area of expertise. * Continue to develop your understanding of the whole team work area. Learn new skills from others within our own team. * Identify personal skill areas that need improvement for the benefit of the team and overall goals. * Attend relevant meetings as required by manager to support standard work activities or to represent the role-holder’s area of work at an appropriate level |

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| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** | | | | |
| **EDUCATION/QUALIFICATIONS** | | Essential | Desirable | How Tested?\*\* |
| 1. | Technical or scientific education in Agriculture or a related subject (HND, HNC, C and G etc) |  |  | AF/IV |
| 2. | Experience of plot and field applications of fertiliser and sprays (NPTC PA1, PA2, PA6, PA4) |  |  | Cert |
| 3. | Agronomy qualifications (FACTS, BASIS) |  |  | Cert |
| **EXPERIENCE/KNOWLEDGE/SKILLS** | | Essential | Desirable | How Tested?\*\* |
| 1. | Recent experience of the agricultural industry in a management or agronomy capacity |  |  | AF/IV |
| 2. | Experience and certificated to drive farm loaders |  |  | Cert |
| 3. | Proficient operation of modern arable farming equipment |  |  | Cert |
| 4. | Knowledge of machinery and maintenance of machines |  |  | AF/IV |
| 5. | People management experience and skills |  |  | AF/IV |
| 6. | Ability to work flexibility including extra hours at peak periods |  |  | IV |
| 7. | Proficient in IT and ability to use PC based recording systems |  |  | IV |
| **BEHAVIOURS/COMPETENCIES** | | | | How Tested?\*\* |
| 1. | **Drive for Quality**: Makes incremental improvements to processes | | | IV |
| 2. | **Strategic Thinking**: Draws on experience when undertaking duties of role | | | IV |
| 3. | **Creativity and Innovation**: Responds positively to change; identifies and tries out different approaches | | | IV |
| 4. | **Developing Self and Others**: Formalises development needs for self and participates in learning activities to enhance performance | | | IV |
| 5. | **Professional Conduct**: Demonstrates an understanding of others’ perspectives | | | IV |
| 6. | **Productive Relationships**: Is a good team player | | | IV |
| 7. | **Effective Communication**: Communicates to a wide audience, in an accurate and timely manner | | | IV |
| **GENUINE OCCUPATIONAL REQUIREMENTS** | | Essential | Desirable | How Tested?\*\* |
| 1. | Full UK Driving Licence |  |  | AF/IV |
| 2. | Excellent Communication Skills |  |  | AF/IV |
| 3. | Safe and proficient operation of modern agricultural machines |  |  | AF/IV |
| 4. | Understanding wider implications of health and safety as applies on farm |  |  | IV |

\* Minimum requirements of the post and how they will be assessed

\*\* Evidence of criteria will be established from: **AF** (application form), **IV** (interview), **Test**

(skills test/prepared question/presentation), **Cert** (certificated checked by interview panel)